Staff Senate Minutes  
Wednesday, January 9, 2013  
9:00 AM, Billingsly Boardroom


Member(s) Absent / Excused: Natalie Bruce

Determination of Quorum: Fifteen of Sixteen active members present at the beginning of the meeting, quorum established.

Call to Order: Arwood called the meeting to order at 9:00 AM.

Approval of Minutes: Rainey made a motion to approve the minutes; Talley seconded the motion. Motion carried and the amended minutes from November 14, 2012 were approved as written.

Administrative Comments:

Administrative/Special Guest Comments: Darren Fullerton, Vice President of Student Affairs/Enrollment Management

Mr. Fullerton is working closely with Noel Levitz, a higher education consulting firm specializing in recruitment, retention, marketing and leadership development, hired by MSSU. The contract runs for a total of five years. All documentation is on the Intranet under Strategic Enrollment Planning Committee (other Intranet Sites) – soon to be moved to a more prominent location on the Intranet. Many faculty and staff across campus are serving on committees and are involved with implementing recommendations made by Noel Levitz. Projects & recommendations include:

- Surveys of current students, lost admits (prospects), parents, and high school counselors
- Fifty percent of our students come from Newton and Jasper county, seventy percent come from a nine county area around Joplin
- Outside a fifty mile radius we have no reputation-which tells us we have a marketing problem. Compared to our sister school (MO Western) we are understaffed in Admissions (and across campus) so we need to be strategic; for example utilize the web more.
- Our current students are happy with MSSU’s academics and campus. They say we have quality programs. Our marketing hasn’t always talked about that. Students have done internships at IBM and Mayo Clinic; MSSU has many well-known alumni. Research shows people aren’t aware of our success stories.
- Noel Levitz did a price sensitivity analysis; our approval rating went up as the survey was given. With an increase of $500 in tuition there wasn’t a loss of interest in MSSU. There is a problem with what we are able to offer in financial aid (institutional aid, not federal).
- Program demand information was provided and compared to MSSU.
- Changes are happening every day. Admissions has changed their response to new students and transfer students. Noel Levitz is forcing us to do some things we should have been doing all along. High school GPAs and ACT test score information – we don’t have people available to track that.
Committee Reports: Arwood called for Staff Senate committee reports:

1. Communications Committee – Did not meet, Tessman reported the Accents project is moving along; it is a collaborative effort between University Relations and Marketing and IT. It is still in the raw stages; the web address is: accents.mssu.edu. It is very graphic driven and labor intensive; the intent is to publish it bi-weekly.

2. Elections Committee – Doak advised they did not meet; the Southern Service Champ links are live again. The Staff Senate website has been updated and improved; take a peek at: http://www.mssu.edu/staff-senate/index.php.

3. Executive Committee – Did not meet with President’s Council. Arwood noted the committee has an item under new business. Natalie Bruce has resigned from MSSU; the committee has reviewed the list of previous candidates and will be extending the invitation to fill Bruce’s vacated seat on the senate.

4. Legislative Oversight Committee – Wengert advised the committee has been hard at work and passed out a draft of the Code of Conduct Violations Procedure for review as well as a draft the Code of Conduct bylaw addition. The Code of Conduct proposal was sent to President’s Council; the status is unknown at this time and will be reported at the next Staff Senate meeting. Wengert asked senators to review the procedures document; if you have any comments, questions or changes and contact one of the committee members: Wengert.
Wilmoth, McDaniel, Rainey or Greg Jackson. After input from the senators is received an updated draft will be brought to the February meeting. At our next meeting we will be moving forward with formatting changes to the bylaws.

5. Staff Welfare Committee – Wilmoth reported they did not meet in December or January. Several people are no longer on the committee; Natalie Bruce, Missy Snow and Tonya Nickle. Two have been added: Kareas Burr and Patty Hart. There is a proposal on today’s agenda under new business.

*Arwood called for campus committee reports:*

1. Administrative Council – Will meet in February

2. Appreciation Committee – Talley noted they did not meet. The committee sponsored the thank you letter that went out at Christmas time. The quarterly coffee is January 25th in BSC 309 from 7:30 to 8:30 AM. February 9 is staff appreciation night at the basketball game.

3. Budget Advisory Council – Edwards reported the December meeting was cancelled.

4. Diversity Committee – Bruce was our representative, this will come off the list.

5. Faculty Senate – Didn’t meet in January, their first meeting for the semester will be in February.

6. Master Landscaping – Epperson suggested we invite Bob Harrington to present the final plan. The timeline will be based on available funds. They are working on a watering system. The lion statue should be here by graduation.

7. Orientation & Training – Wilmoth advised the group will be meeting quarterly; the next meeting will be in February. The next phase of training to finish the balance of the employees will begin soon. Wilmoth hopes to present some evaluation results from the fall training.

8. Shared Governance – The committee is presently under reconstruction; Talley submitted her resignation as a Staff Senate representative because her term will be ending in June.

9. Strategic Planning – Arwood reported they haven’t met, she anticipates a March meeting.

10. 75th Anniversary – Lewis shared they will meet this afternoon. Update on the icon committee; a plaza is being considered in front of Billingsly, connected with the icon statue. Within the next 12-16 months the plaza should be completed. Brian Hanlon is the artist creating the icon, see his work online at: [www.hanlonsculpture.com](http://www.hanlonsculpture.com)

**Old Business:**

1. 

**New Business:**

1. Committee Project Review/Succession Planning (Executive Committee) – Tessman advised the committee wants to do some housecleaning and refocusing; based in part by a comment from President’s Council. PC feels if Staff Senate has 2 or 3 worthy projects a year that’s more than enough.
   - We want to be more efficient with our time, is it productive to continue with all of our committees? Could the majority of projects be handled by an ad hoc committee created as needed?
   - We want to impose some accountability and deadlines on ourselves so we get things done. Looking for input on what those projects should be. What would get more people in the gallery? If we are less segmented into committees it might be more of a collective and collaborative effort.
• Part of this philosophy pertains to the structure of the senate: seven senator’s terms expiring in June of this year, which is almost half of the senate. In June 2014 three senator’s terms expire and in June of 2015 the number is six. What can we put into place to help the transition that is coming?
• Committees are being asked to submit their current projects before the next meeting, including a timeline for completion. Please note any projects that cannot be completed by June. (Submit to McDaniel)
• All senators are asked to talk to people, and bring some new ideas to the table.
• The list of projects will be compiled, each senator will rank the list then we’ll discuss as a group during the February meeting then choose some worthwhile projects we can throw our weight behind and make a difference.
• Is there concern that no one will volunteer to work on these projects? How will the work get done? If we are short volunteers assignments will be made. If it’s not just going to a committee but working on a specific project people are going to feel empowered and more involved. Meetings will be more productive. Some committees meet on an as needed basis and some have multiple projects in the works; the logic is to reallocate the workload and get more involvement.
• Via email send to McDaniel current projects with an expected timeline and potential projects before the February meeting.

2. Daycare Proposal (Staff Welfare Committee) – Hughes introduced the proposal to offer a discount for faculty and staff to the Child Development Center in the amount of 20% to be supplemented by the University. The proposal indicates Missouri Southern’s Child Development Center cost is slightly higher than other area daycare centers. This proposal would increase employee retention and recruitment of employees and build “little lions”. Currently 15 employees are utilizing the facility. It is not a cash cost to the university.
• What would the student perception be? We need benefits to help recruit employees.
• Nikki Tappana (Acting Director of the CDC) is in favor of the proposal as long it doesn’t affect her budget. The payroll deduction of CDC fees means less time spent collecting fees by CDC employees. Note: payroll deduction will happen regardless of the outcome of the proposal.
• There continues to be a waiting list for children to attend the CDC. If we have a waiting list of non-employees who will pay the full amount and not be subsidized by the university; how do we persuade President’s Council to accept this proposal? It goes back to a commitment to the employees; keeping and recruiting employees.
• Are students using Pell grants, etc. to pay for daycare? Yes, and that information can be tracked.
• The CDC is an auxiliary service; they are charged with having to earn every penny in their budget. They pay their own benefits as well as salary and all other expenses.
• A few years ago President’s Council wanted to close the CDC; a proposal was made to increase the fees, reach full enrollment and get in the black. Full enrollment has been reached but the CDC is not in the black yet. If the employees become university employees they could be profitable. Pre-tornado the CDC fees were in line with other daycares in the area. There are advantages to having the CDC on campus.
• If this goes to President’s Council and they don’t approve (because the CDC is not profitable) the perception on campus could be “they are taking something away from us”. If they do approve it, it will cut into the CDC’s budget; it’s not going to be perceived as revenue. The proposal states the university would supplement the discount.
• Is the budget available for review? It is handled “in house”.
• Hughes made a motion to approve the proposal as written. Tessman seconded the motion. The question was called.
• The CDC participated in the program prioritization; is it possible some changes could come from that? Would this affect the timing of this proposal? The implementation date of the proposal is July 2013.
• The income from employees (using the daycare full-time) would be guaranteed as opposed to students utilizing the CDC on a part-time, as needed basis.
• The vote was tied, President Arwood voted against the proposal noting there needs to be additional discussion. The proposal could be tweaked by the committee and brought back. Wilmoth asked senators to send their comments and concerns.

Comments and Announcements/Guest Input:

Anonymous Comments
(The link to anonymous Staff Senate comments is on the SS Sharepoint site)

Staff Senate Comment Form
Received 11/29/2012 10:27 AM
Comments or suggestions: My job affords me the opportunity to work with a wide variety of faculty and staff on this campus. Everyone I come in contact with amazes me with their loyalty, dedication and commitment to the success of this institution and our students. It is truly uplifting to be part of an organization who works so diligently to ensure the success of others. Every day I am become more convinced that Missouri Southern has the most exceptional employees I have had the opportunity to work with. That is why, this time each year, I struggle with the concept of the superior service award. I find it not only an impossible task to pick one superior staff member but also find the concept a travesty to the rest of the truly outstanding staff at MSSU. While I am certain every staff member appreciates the support the foundation gives us, I hope the Senate will work with the foundation to funnel this support into opportunities that reward all staff for their hard work. Sincerely Jim Sayles

• It is nice to have such a positive comment!

• Lewis noted there are events coming up that will show appreciation to all staff.

Staff Senate Comment Form
Received 12/5/2012 4:57 PM
Comments or suggestions: Recently every employee was sent an email regarding acknowledgement and receipt of employee handbook. Each employee was required to sign and return a form that they acknowledge receipt and responsibility for becoming familiar with the content of the Employee Handbook. I find one of the statements on the form that we were REQUIRED to sign to be troubling: “I understand that any of the provisions of the Handbook may be changed, deleted, or new provisions may be added by the University at anytime without notice to me.” I request that it be necessary for Human Resources to notify the employees if and when a change of the handbook occurs.

• Arwood had discussions with Rob Yust and Debbie Dutch-Kelly concerning this comment. Wilmoth noted this wording is also used at Missouri State. Missouri is not a “right to work state”; employers are not required to ask permission to make changes. Employees will always be notified of any change. Talley noted HR has done a great job of notifying us of changes. But because of the wording the perception is if you don't sign you will suffer some type of repercussion. The faculty handbook is on the front page of their web site, ours is buried and you have to sign into Sharepoint. Hard copies are available from the Human Resources office.

Adjournment: Wengert made a motion to adjourn. Lewis seconded the motion; motion carried. The meeting was adjourned.

Next Meeting: Wednesday, February 13, 2013 in Billingsly Board Room

Respectfully submitted by: Brenda McDaniel