Staff Senate Minutes
Wednesday, November 14, 2012  9:00 AM, Billingsly Boardroom

Members Present: Michelle Arwood, Mike Davies, Josh Doak, Melanie Epperson, Alicia Hughes, Brenda McDaniel, Tonya Nickle, Nancy Rainey, Olive Talley, Bob Tessman, Julie Wengert, Judy Wilmoth.

Member(s) Absent / Excused: Natalie Bruce, Gary Edwards, Robert Frossard, Aaron Lewis

Determination of Quorum: Twelve 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: Wilmoth made a motion to approve the minutes; Talley seconded the motion. Motion carried and the amended minutes from October 10, 2012 were approved as written.

Administrative Comments: Arwood introduced our Student Senate representative, Lydia McGriff. Student Senate meetings take place on Wednesdays at 5:30 alternating weeks between full meetings and committee meetings.

Administrative/Special Guest Comments: Heather Arnold, Director of Aquatics and Wellness
http://www.mssu.edu/student-services/wellness/index.php  This is the web address for the MSSU Wellness Department; from the main page you can click on Campus Life, Recreation Services then Wellness or click on Faculty & Staff then Wellness. Arnold reviewed each of the links – here are some of the highlights:

- Aqua massage free trials are available
- Several of the services are also available for non-members (aqua massage, micro-fit assessment)
- Wellness series open to everyone, not just students and employees
- Wellness luncheons – open to faculty, staff, students & spouses
- Some programs have ended for the semester, check back for spring activities
- Wellness Expo is Wednesday March 13, 2013
- They are striving to give people the resources they need to help reduce doctor visits for illnesses, etc. The Health Center is a great resource and the cost is $10 (less than a doctor visit co-pay). Using MSSU’s Health Center in place of going to your regular doctor can help reduce insurance costs (does not apply to “well visits” to your doctor).
- Insurance companies are now required under “Obama care” to refund to companies (or individuals who buy their own insurance) the difference between premiums paid in and what the insurance company pays out.
- Health and safety classes are offered periodically; currently working with the Red Cross, may be offering some new programs.
- Wellness reward program; it’s not too late to sign up – current prizes are a tablet and a custom bicycle.
- Next wellness lunch series is November 29; they have been filling up, be sure to make a reservation.
• Ideas for the future: lunch workout extensions (include break times with lunch) which would need to be worked out at departmental levels – walking club – vitality program that works with insurance.
• The Staff Senate was very appreciative of Heather’s presentation, great information!

Committee Reports:  
**Arwood called for Staff Senate committee reports:**

1. Communications Committee – Did not meet. Hughes and Rainey have been asked to join the committee.

2. Elections Committee – Doak advised the group did not meet; however he gave a short presentation of the Staff Senate website. There is now a link that shows the current year’s winners of the Southern Service Champ Awards. The Superior Service Awards take the place of the Southern Service Champ Awards for the fourth quarter.

3. Executive Committee – Arwood reported due to scheduling conflicts and the program prioritization project the Executive Committee did not meet with President’s Council this month.

4. Legislative Oversight Committee – Wengert advised the group met and have a plan to tackle the tasks of reformatting the current bylaws and creating a procedures manual. They will be providing information along the way. There are three people on the committee – need to add two more.

5. Staff Welfare Committee – Wilmoth reported the committee met twice this month. The decision was made to wait for Bruce to return before revising the tuition reimbursement proposal. The committee hopes to bring a couple of proposals in December: one involving discounts for the Child Development Center and the other is a list of discounts offered by local businesses (Hughes and Missy Snow are working on this project; Arwood suggested checking with Heidi Carlin for a list of preferred vendors). There is also a large project proposal to be presented in December.

   From discussion in the November meeting the committee was to review staff survey results and bring an item to the December meeting for discussion. There are a couple of items from the survey that HR is working on behind the scenes with President’s Council – the items staff strongly disagreed with are compensation, performance appraisals and opportunities for advancement which HR views as being tied together.

   Wengert provided the condensed cost cutting list from the budget committee; there are only a couple of items on the list that have not already been brought to the committee.

**Arwood called for campus committee reports:**

1. Administrative Council – The number one topic is program prioritization; which is due in December. The task force will begin reviewing results in January; in April recommendations will be put forth then the information will be presented to the Board of Governors in May.

2. Appreciation Committee – Hughes noted there is a faculty/staff appreciation night scheduled for February 9 during the MSSU versus Central Missouri basketball game. There was a great turnout for the quarterly coffee; the next one is January 25 featuring MOSO muffins (created by Jackie from Sodexo). Please plan to attend these events!

3. Budget Advisory Council – Wengert reported the cost-cutting subcommittee finished their report, made some recommendations and ranked them. Most of the ideas are already being implemented or are not feasible at this time. The revenue subcommittee has already finished their report. Talley noted the revenue portion is in a developmental stage to determine what is feasible. Wengert added it’s at a standstill until program prioritization is finished and the new budget is created.

4. Diversity Committee – No report until Natalie Bruce is back in January.
5. Faculty Senate – Bruggeman advised Faculty Senate met November 5.
   Several faculty members had attended the Missouri Association of Faculty Senates in Jefferson City. One of the items that came up was the joint committee on education’s investigation on how higher education is funded. They are asking Missouri university presidents five broad questions. Dr. Speck shared part of what he would say about our institution: the regional focus, the great academic departments and the economic development going on in this area (http://www.mssu.edu/offices/president/pdfs/president-speck-budget-testimony11-14-12.pdf for Dr. Speck’s response).
   Dr. Lipira talked about the tenure document; dean’s council is creating a narrative with procedures to send to the Board. She also mentioned a Senate bill on religion – some students can opt out of assignments because it might be against their religion.
   Mr. Fullerton talked about the three prong Noel Levitz study – recruitment, retention and financial aid. There is a lot of information available on MSSU’s Intranet concerning this study.
   The Student Senate representative presented information on their big project; a 8’ bronze lion that will go somewhere on the oval. Lydia McGriff advised it has been approved by Student Senate; it is supposed to be completed in time for the May 2013 graduation. Aaron Lewis noted the facility master plan group is trying to figure out the best location for the lion so it fits into the master plan.
   Faculty Senate created a Faculty Handbook Committee. The reorganization of the Faculty Senate has been approved and will be sent on to the President.
   Bob Tessman mentioned there was discussion about the Executive Committees of each Senate meeting; possibly quarterly or semi-annually.

6. Master Landscaping – Epperson reported the committee is putting costs together for the plan; breaking it down into smaller, more manageable pieces then sending it to President’s Council. The big project right now is the statue and getting it in place for spring graduation.

7. Orientation & Training – Wilmoth reported they haven’t met; Dr. Speck has requested a long-term training plan. Ten from the group have been meeting and will submit a proposal tomorrow concerning the long-term vision for training on campus. Mandatory training began in August with 400 people; currently 106 have completed all of the required courses. Wilmoth encouraged those currently in the program to complete their training before the next 400 people begin training next year. The plan is for the committee to meet in December to review the feedback from the current training.
   Arwood asked about new employee training and specific training (Banner finance for example). Wilmoth advised that type of training will be incorporated under an umbrella of Employee Development Programs which should start in the spring.

8. Shared Governance – This campus wide committee will be reconvening; Arwood referenced an email sent out the day before asking for volunteers. Staff Senate has been asked to submit three potential nominations; President’s Council will make the final selection. Let Arwood know if you would like to serve in this capacity.

9. Strategic Planning – Wengert reported the committee discussed program prioritization and how the committee fits into the concept of strategic planning. The consensus was that the committee has moved from planning to implementation. Moving forward hinges on program prioritization; a number of the tactics are being addressed through this program. Susan Craig should have the information she needs to write the report for HLC. Once there are results from the program prioritization are completed in the spring the committee can move forward with some tactics that had not been previously addressed. Arwood added the committee is trying to avoid duplicating work and noted the five year plan is coming to an end; soon they will be planning new tactics.

10. 75th Anniversary – Lewis reported alumni is coming out with a book covering 75 years of MSSU, the movies through the decades is continuing, athletics is working with the Joplin Globe on sports articles. The group is meeting today to discuss events for the next semester. A weekend celebration is being planned towards the
end of the spring semester. During the 50th year the music department came up with an original score, they are working on another original score for the 75th. The theatre department is going to offer the first play.

Old Business:

1. Proposals - Arwood advised the Superior Service and Code of Conduct proposals have been given to Rob Yust. President’s Council approved the Superior Service proposal; removing the Staff Senate representatives. They did modify the proposal; the final count will take place during the final committee meeting. President’s Council has not yet reviewed the Code of Conduct proposal.

2. At the October meeting Wilmoth was asked to provide information on the employee categories. At present the breakdown is as follows: 26 administrative, 180 classified (65 of these are in the Physical Plant), 45 classified part-time, 119 professional, 8 professional part-time. Not all are eligible for the Superior Service awards. This information affects the Superior Service awards but it should also reflect the make-up of the senate. The Legislative Oversight can use this information when they review the bylaws to possibly restructure the senate. An ad hoc committee could be put together to research this – we want to be fair and equally represent the staff.

New Business:

1. December meeting –Because it is a short month a lot of campus committees do not meet. It was agreed the Staff Senate will meet as scheduled. Wilmoth noted the Staff Welfare Committee has a proposal that they feel is important to move forward on in a timely manner.

Comments and Announcements/Guest Input:

- Arwood asked if anyone has suggestions for someone to make a short presentation to Staff Senate, please contact Brenda McDaniel.
- Staff Senate would like thank Greg Jackson for his involvement with the Veteran’s Memorial rededication. It was a beautiful ceremony.
- There will be campus wide financial presentations at different times and locations on December 4, 5 and 6. Please try to attend one of the sessions. The presentation will include audit results, the current budget and where we’re heading.
- Wengert reminded everyone MSSU is hosting the national cross country event this weekend and encouraged everyone to attend; noting full body paint is required!
- Epperson announced the current decade movie is Psycho, snacks are served.
- Southern lights is November 29.
- Heather Arnold invited everyone to come decorate a cupcake.

Anonymous Comments

There was an anonymous comment that was beyond the scope of Staff Senate duties, so there won’t be an official response.

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

Next Meeting: Wednesday, December 12, 2012 in Billingsly Board Room

Respectfully submitted by: Brenda McDaniel