Missouri Southern State University  
Staff Senate 2009-2010

Staff Senate Minutes  
Wednesday, April 14, 2010  2:00 PM, Spiva Library #413

Members Present: Josh Doak, Gary Edwards, Mike Fox, Greg Killingsworth, Greg Needham, Ann Quade, Olive Talley, and Debbie Woodmansee.

Member(s) Absent / Excused: Erik Hilgendorf, Ted Wright (Darren Fullerton, resignation due to promotion to Administration)

Determination of Quorum: Eight of ten active members present; quorum established.

Call to Order: Josh Doak called the meeting to order at 2:00 PM.

Approval of Minutes: Josh called for changes in the minutes; there being none asked for a motion to approve; Greg Killingsworth motioned and Ann Quade seconded; all in favor; motion carried and the minutes from the March 10, 2010 were approved as written.

Administrative Comments: Josh invited Darren Fullerton, VP Student Affairs, to address the senate and give an overview of his duties in this newly developed position. He will oversee the functions of the following departments: Admissions, ACTS (Advising, Counseling, and Testing Services), Bookstore, Career Services, Dean of Students, Financial Aid and Scholarship, First Year Experience, Food Service, Heath Services, Learning Center and Disability Services, Public Safety, Registrar’s Office, Resident Life, Student Activities, Student Life Center, Student Wellness and Recreation, and the TRIO Programs. His charge as the vice president will be to pull each of the units together to better serve students. His office will be housed temporarily in the Student Services Office and will eventually move to the third floor of Hearnes Hall.

Darren expressed appreciation for the hard work of the Staff Senate during his tenure as president. His rotation was a three-year term; Josh will step up from his president elect position. He commented that most of the meetings were very long and he realizes that senators are pulled away from their regular duties to serve.

Committee Reports:

A. Shared Sick Leave Policy Committee – The President’s Council sent the approved policy to Dr. Theresa Agee for legal review. Josh reported that baring any material findings that would stop the process, the policy is approved to move forward for implementation. Debbie Dutch Kelley was the facilitator for the discussions with Dr. Agee.

B. Communications Committee – Greg Needham stated that the committee has nothing to report at this time.

E. Benefits Committee
   a. Sub-committee Grievance Committee – Erik Hilgendorf being absent sent ahead a handout of guidelines the committee has been able to compile. The committee is continuing to investigate the necessity of further developing a grievance policy for staff.
b. The Benefits Committee has met twice and the topic of conversation has primarily been focused on morale boosting discussions. Greg Needham reported on his research into what public schools and other higher education institutions have established for community vendor discounts to employees. A public school in the area maintains a webpage, “Community Connection”, serviced by a retired teacher volunteer who reportedly spends 40-50 hours per week keeping it current. That seems unworkable for the MSSU endeavor. Benefits committee member, Judy Wilmuth investigated a similar program out of the University of Texas, called “Hook More Horns”. The university representative distributes business cards that summarize the discount program and on which a website link is noted for the vendor to voluntarily post their logo, business name and the discount offered. The website provides more of an explanation as well as a program enrollment form, which is handled through the university Human Resources Department. Some discussion ensued comparing the two approaches. The public school system seemed labor intensive and involved heavy solicitation to the vendors. The UN of TX model offers a no-pitch solicitation for voluntary involvement. It was suggested that someone should contact Jared Bruggeman, MSSU Athletic Director to compare notes and vendor lists. It was also discussed that Athletics might extend their list of supporters to Lionbacker Booster Club Members so that when frequenting businesses in the area, one might have opportunity to support those vendors who support MSSU athletics so generously. It was suggested that that vendor list should be provided to all MSSU employees for the same reason. The Benefits Committee will continue to explore a vendor discount program for employees and will report at the next meeting. Members include: Cheryl Dobson, Missy Snow, Ted Wright, Erik Hilgendorf, and Greg Killingsworth.

i. Josh reported that he picked up Discount Sheet for MSSU Employees at the MSSU Wellness Fair. He distributed copies and made copies available to the guests in attendance. It was noted that since the publication of the list, Backyard Burgers has confirmed their offer of 10% discounts on Tuesdays to employees and students.

D. Election Committee – Josh Doak reminded the senate of the election procedures and dates.
   a. Elections will be held May 3-6, 2010.
      i. May 3 & 4 – electronic election via Staff Senate Election email account
      ii. May 5 – voter booth election to be held at the Recreation Center; 1:00-3:00 PM
      iii. May 6 – voter booth election to be held at the conference room of the Physical Plant; 9:00-11:30 AM

b. Approximately nineteen nominations have been submitted [10:45 AM on 4/14/2010] and nominees have been contacted for acceptance.

F. Executive Budget Committee – Josh asked Darren Fullerton if the senate has a permanent seat at the Executive Budget Committee meetings. Affirmative and Josh will attend the meetings in his capacity as the Staff Senate president.
   a. Darren reminded everyone that the Executive Budget Committee has requested ideas for generating revenue within departments as well as ideas for improving efficiency. The committee continually monitors news from Jefferson City (check weekly updates) and recovery in the fiscal future remains grim.

G. Special Events Committee – Did not meet; nothing to report.

Old Business: Shared Sick Leave Policy – addressed in Committee Reports

New Business:

A. Josh reported that he has received a suggestion that the Staff Senate increase the number of seats; perhaps one in each of the categories. Discussion ensued; chairing several committees becomes the responsibility of a few (sometimes one senator chairs several committees concurrently). If the Staff Senate needs to increase the number of seats, perhaps that is a question for the constituency. Would there need to be a special election? The questions of adhering to the bylaws and the possibility of a formula/equation having been used by the
development committee were discussed. Josh will contact members of the development committee for further research. It was suggested from a guest that since the Staff Senate election is currently in-process, perhaps the increased number of seats should be laid on the table for discussion and application before the next scheduled election. That would give the senate adequate time to poll the constituency, review the bylaws, determine the number of seats per unit and solicit nominations. Josh reported that there are approximately 262 staff at this time. Some units employ more staff than others. It was suggested by Mike Fox that the proposal will be laid on the table to allow time for the Election Committee to make comparison with other higher education staff senate structures and determine if there is a formula to access unit representation/personnel resources. Greg Killingsworth made the first to approve the motion; Greg Needham seconded; the senate voted unanimously to table the discussion pending the next committee report.

B. President-Elect vacancy was discussed. Nominations were solicited for filling the office. Erik Hilgendorf was nominated by Mike Fox. The nomination was seconded by Greg Needham and the senate approved. Josh will contact Erik for his acceptance to the office. (At this writing, Erik has been contacted and has accepted the office.)

Comments and Announcements/Guest Input: Darren commented on the Staff Senate’s meeting rotation of times and locations. In the event that the Staff Senate desires administrators to address the meeting, it should be noted that Wednesday afternoons are pre-scheduled for construction meetings. Requests to attend need to be submitted to administration in a timely manner to allow adequate time to realign calendared meetings. Mornings work best for the following administrators: Dr. Bruce Speck, Mr. Rob Yust, and Dr. Mark Parsons.

Adjournment: Josh asked if there was any other business to bring to the table for the benefit of the order. There being none, Mike Fox made the motion that the meeting be adjourned; Greg Needham seconded the motion; motion carried; meeting adjourned at 2:40 PM.

Next Meeting: Wednesday, May 12, 2010 in the Spiva Library, room #413 at 9:00 AM.

Respectfully submitted by:
Olive Talley