Missouri Southern State University

Staff Senate Minutes

Wednesday, December 15th, 2010  9:00 AM, Billingsly Board Room #310

Members Present: Josh Doak, Greg Killingsworth, Debbie Woodmansee, Erik Hilgendorf, Gary Edwards, Bob Harrington, Ted Wright, Brenda Hayes, Brenda McDaniel, Ann Quade, Michelle Arwood and Mike Davies.

Member(s) Absent / Excused: Heidi Carlin, Julie Wengert, Olive Talley & Leslie Willis

Determination of Quorum: Twelve of Sixteen active members present; quorum established.

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

Approval of Minutes: Erik called for changes in the minutes; there being none asked for a motion to approve; Greg Killingsworth motioned and Mike Davies seconded; all in favor; motion carried and the minutes from Nov. 17th 2010 were approved as written.

Administrative/Special Guest Comments: Cheryl Dobson-Registrar Office

Cheryl Dobson spoke to the Staff Senate about establishing an official campus wide committee to better formalize and oversee participation of individuals who serve on those committees. The hope of the committee would be to reduce redundant committees that serve the same function, incorporate new faces into committees, and to reduce overload of individuals serving on multiple committees. Cheryl commented that the faculty regularly rotates people in and out of committees unlike staff committees whose make-up remains static.

Josh Doak commented that the administration in the last few months requested that all committee names and functions be submitted. Erik Hilgendorf stated he would meet with Rob Yust and see if the administration is already in the process of formalizing the committee to give oversight.

Committee Reports:
1. Communications Committee – Debbie Woodmansee reported that the Staff Senate e-mail address is reactivated. She’ll e-mail the password to all the senators.

2. Election Committee –No Report

3. Benefits Committee- Erik Hilgendorf shared that the benefits committee is not going to seek any new changes to staff hours and time off for the spring break or fall break due to the administration already changing spring break hours of operation to Monday-Wednesday 7:00am-5:00 with 30 minute lunch break, with offices being closed on Thursday and Friday. The University will comp 10 hours holiday for that week.

4. Executive Budget Committee – Erik Hilgendorf reported that Jo Kroll, Dean of Graduate Programs, presented to the committee the outlook and changes for distance learning. Her primary focus was on financial aid policy and new
state mandates that pertain to distance learning. Jo is surveying current distance learners to get feedback on new changes and how the University can best unfold those changes.

Old Business:

1. Staff Advocacy Policy Proposal- Erik Hilgendorf stated that the benefits sub-committee met to discuss the advocacy policy. Based on various input, the missing component of current grievance and peer review policies lack of rebuttal communication between individuals involved.
   a. Erik requested the Josh Doak e-mail him information on perception of procedures for the peer review since he’d recently participated in the process.

2. Lion Heart Award- Erik Hilgendorf shared the benefit sub-committee also discussed the Lion Heart Award at their last meeting. Since the name Lion Heart is currently used by the Alumni Association, the committee selected to change the name to Lion’s Roar Award. He mentioned that the committee would put together a formal proposal with plans to submit it to the President’s Council after the holidays. In addition, he requested that senators continue to pursue area businesses to participate in programs to help draw new people to their business.
   a. Gary Edwards commented that he approached Rita’s Place, Granny Shaffers and Mazzios about participating in the program. Each business seemed interested in contributing.

3. Bereavement Policy Update- Erik Hilgendorf reported to the Staff Senate that the Shared Sick Leave Committee elected not to meet to discuss an addition to the Sick Leave Pool Policy to add bereavement due to pending petition with the President’s Council from the faculty senate asking for revision to current policy. The faculty petition is asking that the policy change to 40 hours leave for bereavement without having to take sick leave. The hope is that if the President’s Council accepts this request, staff would be included with the change.

4. Secretarial Pool Proposal- Ann Quade represented the secretarial pool to question if anyone had any suggestions or changes. Michelle Arwood suggested changing notification of help wanted from list serve to e-mail in hopes of better response. Change was amended to the policy. Josh Doak made motion to approve policy be sent to President’s Council, Erik Hilgendorf seconded. Motion passed unanimously and will be sent to the President’s Council after the holiday break.

Comments and Announcements/Guest Input: None

Adjournment: Erik asked if there was any other business to bring to the table for the benefit of the order. There being none, Erik Hilgendorf made the motion that the meeting be adjourned; Gary Edwards seconded the motion; motion carried; meeting adjourned at 10:15 AM.

Next Meeting: Wednesday, January 12th, 2011 at 9:00 AM. Billingsly Student Center room 310 (Board room).

Respectfully submitted by:
Josh Doak