Staff Senate Minutes
Wednesday, February 08, 2012  9:00 AM, Billingsly Board Room #310

Members Present:  Michelle Arwood, Natalie Bruce, Hiedi Carlin, Mike Davies, Josh Doak, Gary Edwards, Melanie Epperson, Greg Killingsworth, Brenda McDaniel, Ann Quade, Bob Tessman, Julie Wengert, Judy Wilmoth.

Member(s) Absent / Excused:  Bob Harrington, Brenda Hayes, Olive Talley

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

Call to Order:  Killingsworth called the meeting to order at 9:02 AM.

Approval of Minutes:  A revision to the minutes was suggested; the revised document will be sent and voted on via email.  Postscript: Twelve of sixteen members participated in the email vote; all twelve voted to accept the revised minutes.

Administrative Comments:  Killingsworth welcomed everyone including the gallery.

Administrative/Special Guest Comments

Staff Senate Survey Results Presentation
Natalie Bruce shared the results of the Staff Senate Survey distributed to approximately 400 staff members this past fall; 171 responded which is over 40%.  Information available included a two page data at a glance, one with details concerning responses and pie charts as well as a compilation of staff survey comments.  Data by department is available upon request; although about a third of the surveys did not have the department marked possibly because some employees are not aware of their department.  The survey indicates we are doing a lot of thing well; scores indicated we really love our jobs, love what we are doing, our co-workers, etc.  Over half the staff agreed or strongly agreed to the majority of the survey statements.  There are some areas for improvement for example: not feeling appropriately compensated, not feeling positive about opportunities for advancement and performance appraisals.  Bruce would like to make this survey yearly to accumulate comparative data.  Killingsworth thanked Bruce and her student worker for all of their efforts on this project; asked staff senators to review the information in-depth and be ready to discuss at the next meeting and suggested if any guests have questions, comments or suggestions they can contact a staff senator or use the anonymous comment form on the Staff senate website.

Committee Reports:
Killingsworth called for committee reports:

1. Benefits Committee – Carlin reported their meeting was rescheduled.  Information about discounts for employees has been turned in to Amanda Gish for posting on the SS website.

2. Communications Committee – Arwood advised that using the Intranet as a repository for committee minutes was discussed, although there are still questions about the specifics and how this tool will be used.  The next Staff Senate meeting will be held at the Physical Plant garage area to try and involve more people.  We will tweak the agenda to
allow comments earlier in the meeting. The goal is to have the minutes and agenda available on line at least a week ahead of the meeting to give everyone time to review.

3. Election Committee – Doak asked everyone to get the word out about Southern Champ nominations the last week of March. The form can be printed or submitted online.

4. Executive Committee – Killingsworth reported another Town Hall type meeting will likely take place in July or August after the state budget is in place. President’s Council is very receptive to these meetings. An official thank you was expressed for the staff appreciation night put on by the Appreciation Committee. The low turnout was noted and there was discussion about doing these types of events during working hours; they are open to suggestions for ways to show appreciation to staff. Dr. Speck is putting together a memo to encourage attendance at Staff Senate meetings. Arwood shared an example from Pittsburg State University’s website where they encouraged all classified employees to attend their staff senate meetings. There have been a lot of suggestions sent in for ways to reduce the budget; those suggestions will be shared with the entire campus.

- Carlin mentioned breaking news concerning the budget; the governor has said money coming to the state from mortgage companies will be routed towards higher education, reducing the amount of our budget cut.
- They want to hear from all of us; send in your suggestions concerning staff appreciation and budget.

5. Campus Committees:
   Administrative Council – Killingsworth advised the budget was the main topic of the meeting.

   Appreciation Committee – Epperson reported the committee did not meet. Faculty Appreciation night is February 15. The committee is looking for ideas concerning the upcoming 75th anniversary.

   Budget Advisory Council – Carlin reported at the last meeting they were asked to give budget suggestions by January 31. There was an excellent response, suggestions will be compiled in a standard format by categories and given to Rob Yust. Results will be discussed at the next meeting.

   Shared Governance – Wilmoth discussed two proposals from the Shared Governance Taskforce.

   - A permanent administrative committee (membership includes the university president, representatives from President’s Council, Dean’s Council, Faculty Senate, Staff Senate, Student Senate; at least one fulltime faculty representative from each school and at least one fulltime representative from each staff group (classified, classified professional and physical plant) and one from the athletics department. The purpose is to lead the campus into being a shared community, everyone has a say in the governance of the university. The Senates choose their representative(s) and the president will appoint faculty and staff members at large based on provided lists. Staff Senate is the first body to vote on this proposal.
   - The second proposal is for a recommended format for official campus committee meetings. Arwood suggested the logo be updated. Discussion about posting of minutes on the SharePoint/Intranet sites took place. Wengert made a motion to approve this proposal. Carlin seconded the motion. Motion carried.

   Faculty Senate – Cheryl Cifelli introduced herself as our Faculty Senate representative. The Faculty Senate is dealing with similar issues such as budget issues. Cifelli noted the staff survey results were more favorable and positive than the faculty survey.

Old Business:

New Business:

1. Shared Governance Proposals (Judy Wilmoth) – see Shared Governance above
2. Campus AED (Brenda Hayes) – Wengert referred to an email sent out February 1 by Chrys Corcoran asking about CPR certification and encouraged everyone to respond to this request. The AED (Automatic External Defibrillators) project is at the halfway point. Ken Kennedy advised training is not required to use the
equipment, the equipment shows you where to attach the pads; it analyzes the person and advises if they need it or not.

3. Strategic Planning Committee – Killingsworth received a request from Susan Craig for the SS to suggest three people to serve (one from each area). The committee will be organized in March and meet monthly. Send suggestions to Killingsworth.

4. Bylaw revision – Killingsworth has given this to Rob Yust for approval.

5. Anonymous comments
   - Some that pertained to personnel issues; SS is asking for guidance from President’s Council on how to proceed because of the confidentiality required concerning personnel.
   - McDaniel read a comment thanking SS for their efforts concerning time off during spring and fall break, the time off is greatly appreciated. The writer also suggested a floating holiday for staff in honor of their birthday, to be taken anytime during the year.

6. Staff Senate Survey Data – Bruce asked what the next step should be in distributing the data. We will be posted to our website (SS) and an announcement in Accents with a link.

7. Surplus – Doak had received a question about MSSU surplus; can we resell, recycle? Carlin shared we are regulated by the state; forms have to filled out and approved by the state to dispose of unusable items. If we are getting rid of items a sealed bid process is required which takes a lot of time. Another option is posting a picture on gov deals and people bid on them. We just made $14,000 on equipment taken out of Ummel Technology. We cannot legally dispose of computer monitors or televisions because of environmental hazards; we palletize them and when we have a certain number of pallets they are picked up by the state recycling vendor. Scrap metal requires pictures be sent to the state and follow their directive. The surplus area is pretty organized at the moment; we may be able to have employees check for items that could be used in their area. Arwood noted there is inventory accountability concerning assets on our books.

Comments and Announcements/Guest Input:

Adjournment: Killingsworth asked Senators to study the staff survey and be prepared to discuss at the March meeting. Wengert made a motion to adjourn. Tessman seconded the motion; motion carried.

Next Meeting: Wednesday, March 14, 2012

Respectfully submitted by: Brenda McDaniel