MISSOURI SOUTHERN STATE UNIVERSITY
Staff Senate 2011-2012

Staff Senate Minutes
Wednesday, July 13th, 2011  9:00 AM, Billingsly Board Room #310


Member(s) Absent / Excused: Natalie Bruce, Josh Doak

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

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

Approval of Minutes: Wengert made a motion to approve the minutes; Harrington seconded the motion. Motion carried and the minutes from June 13, 2011 were approved as written.

Administrative Comments: 1.) New members were welcomed to Staff Senate. 2.) Rob Yust has asked if the Staff Senate Executive Committee would like to meet monthly with President’s Council prior to the regular Staff Senate meeting (Faculty Senate Executive Council has been doing this). Staff Senate informally approved this suggestion.

Administrative/Special Guest Comments: Jim Lile, Theatre/Art Dept. Head (see new business)

Committee Reports:
Killingsworth suggested minutes be taken at each sub-committee meeting and shared during Staff Senate meetings. A template was discussed, as well as posting sub-committee minutes on our web page. Harrington made a motion and Talley seconded the motion that all sub-committees keep minutes that will be posted on the Staff Senate web site. The motion carried. Arwood will send out a template for the minutes, sub-committees will need to choose a minute keeper. Wilmoth volunteered to be on a committee.

1. Communications Committee –Did not meet formally, Arwood is working with IT to update the staff senate email address so it will disperse to all staff senate members.

2. Election Committee –No report, at the next meeting will address the Southern Champs Award.

3. Benefits Committee –Need a new chairperson, discussion about members.

4. Executive Budget Committee –Have not met.

Old Business:
1. Personal Days Proposal, Secretarial Pool Proposal and Distance Learning Fee Reduction Proposal- All have been given to Rob Yust.
Killingsworth will meet with Yust in August to discuss these proposals

**New Business:**

1. **Leadership Academy**- Jim Lile, Associate Professor in Theatre as well as Theatre and Art Department Head, spoke to the group about the Leadership Academy. Dr. Speck started the program as a way to identify, develop and utilize the leadership potential that exists in our campus community. Subsequently the Steering Committee of the Leadership Academy has taken on the responsibility of running the program; which is based on John Maxwell’s book *Developing the Leader Within You.*

   Nomination forms will be coming out soon; you may nominate yourself or others. This is a two year commitment; the nominee and their supervisor must sign both the application. Because of the time commitment, supervisors need to be aware of their employee’s interest in the program.

   The first year is spent in the student cohort. Past members take turns leading the sessions, or there might be a guest speaker. It is a commitment of a couple of hours on a Friday afternoon once a month. Members are then asked to remain committed to the academy serving as mentors to the next group. After the second year members can serve on the steering committee.

   The ultimate goal is to tap the resources of our own community. If you need something done, there’s someone on campus who can do it. As leadership opportunities arise at the university there are people willing and able to step up. Another advantage is getting to know people all across campus.

   The Leadership Academy will be looking for 10 people to participate in the next class; it’s a small group. A typical meeting will include the mentors. The vision is that the mentor relationship will go beyond the academy.

   A new component of the academy is that the new class of participants is expected to generate a project to benefit the university community. Wengert added that the Academy is very pleased with this year’s project. The group included July Wilmoth, Heidi Carlin, Faustina Abrahams, Natalie Bruce, and Michael Garoutte. Wilmoth and Carlin introduced the project; the Pride Sponsor Program. This program is for new employees; it matches them with a pride sponsor who will help them navigate the campus, meet other employees, etc. The mentor will assist the new employee for 2 to 3 months. Staff members were given a handout “Navigating the Jungle” which was developed for this program. There are giveaways and meet-and-greet events are being planned a couple of times a year at the Alumni House. The program went into effect July 1, the first meet-and-greet event is planned for September. We have had 9 new people since July and they have been paired up with a sponsor. In August there will be 11 new faculty members, plus there are approximately 7 positions to be filled. There is a lot of information on Blackboard. The program will be reviewed at the end of the next Academy to see what changes and improvements could be made. Anyone can volunteer to be a Pride Sponsor, matching is random; a physical plant person could be matched with a faculty person.

   Arwood asked if Banner training for new employees is tied into this program – it is separate.

   McDaniel mentioned Academic Affairs holds a New Faculty Workshop – might be a good place to provide information for the program.

2. **Secretarial Position**- As new Staff Senate secretary McDaniel expressed concern about not always being able to do the best job due to work deadlines, etc and asked for a volunteer(s) if the need arises to assist with secretarial duties. Wilmoth and Carlin both volunteered.

**Comments and Announcements/Guest Input:**

Killingsworth opened the floor for comments and announcements:
In response to the Staff Senate’s proposal concerning the non-voluntary reclassification of positions and the vacation benefits Arwood shared that those employees that were affected have been grandfathered in with their original benefits. If there are additional reclassifications the structures will not change until the entire project is finished. The interim changes will no longer occur.

Wengert mentioned Southern Fest, the Athletic Department’s largest annual fund-raiser of the year taking place July 28 at Downstream Casino’s pavilion which includes dinner, a silent and live auction for $40. Rod Smith will be there; the following day will be a golf tournament. They are looking for volunteers to help with the dinner auction which gets you into the event free – time commitment from approximately 4:45 to 9 or 10 p.m.

Killingsworth would like to thank the President’s Council and Board of Governors for the stipend on behalf of the staff. Should a formal note of appreciation be sent? Killingsworth will check with Yust concerning communication with the board.

Talley asked if we should send a formal acknowledgement on behalf of those people who were affected by the reclassification and received reinstatement of their benefits.

Carlin announced that Joplin R-8 school district is going to look through our surplus on July 25 to see if there is anything they can use. Originally with state permission we had planned to have a public sale. Joplin R-8 will probably take most of what we have in surplus but we will still have the sale and donate proceeds to tornado relief.

Wilmoth shared that bids have been received for our health, dental, vision insurance from a wide variety of companies. The consultant will help us review and choose the best plan to present to the Board of Governors. Carlin added that 11 vendors responded; not all bid on every component; we do have a good variety. Wilmoth is on the insurance committee. August 19 is the deadline for the committee to make a decision, Wilmoth is co-chair of the committee and Greg Needham, a former Staff Senator, is on the committee as well.

Talley requested we add Campus Committee reports to our agenda; so that any Staff Senators will have the opportunity to report on campus committees they are a member of.

Harrington gave an update on the Ummel building – the interior construction is basically complete; work is continuing to eliminate the flooding problem. Biology will begin moving August 1. If you have the opportunity, check out the improvements.

Monday, July 18 we start moving people from the first floor of Hearnes to the third floor. Bids will go out in the next couple of weeks for the first floor remodel. The circle drive in front of the first floor entrance will be blocked off to become a staging area for the contractor. Access to Hearnes will only be from the second floor. Visitor and handicapped parking will be added back to University Drive. Talley asked about a completion date for the first floor work, Harrington estimated 8 months once the contractor is able to start. The company that did the work in Ummel is out of Springfield and not as involved in the tornado rebuilding and they are planning to bid on this project.

**Adjournment:** Killingsworth asked if there was any other business to bring to the table. There being none, Wengert made the motion that the meeting be adjourned; Quade seconded the motion; motion carried.

**Next Meeting:** Wednesday, August 10th, 2011 at 9:00 AM. Billingsly Student Center room 310 (Board room).

Respectfully submitted by:
Brenda McDaniel