2009/2010
Executive Committee

Josh Doak, President
Erik Hilgendorf President Elect
Olive Talley, Secretary

Staff Senate Minutes
Wednesday, May 12, 2010   9:00 AM, Spiva Library #413

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

Member(s) Absent / Excused: none absent

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

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

Approval of Minutes: Josh called for changes in the minutes; there being none asked for a motion to approve; Erik Hilgendorf motioned and Ann Quade seconded; all in favor; motion carried and the minutes from the April 14, 2010 were approved as written.

Administrative Comments: None

Committee Reports:
A. Shared Sick Leave Policy Committee - The Shared Sick Leave Policy has been approved through MSSU governance and implemented. Debbie Dutch Kelly sent a campus-wide email with all the pertinent documents attached: Memo announcing the new benefit, Policy, Confidentiality agreement for committee members, Donation form, Request form and the Medical certification form. It was announced that the pool has already received contributions. Josh thanked Debbie for her assistance in getting the information distributed campus-wide. Review Committee announcement will be sited under New Business.

B. Communications Committee – Greg Needham stated that the committee has nothing to report at this time. He did request clarification as to the responsibilities of the Communications Committee, “What was the original goal of the committee?” Discussion ensued regarding the use of the committee to monitor MSSU staff feedback via the email address, website comments submissions and the comment forms submitted in hard copy format.

C. Rod Surber has approved the use of a listserv for Classified (includes Physical Plant) and Professional Staff communications.

D. Greg asked for dialog on the need for a newsletter as stated in the bylaws. After discussion, it was determined that the minutes are posted on the website for all to see. In that the minutes contain all the senate activities and announcements, it was decided that the newsletter is not immediately necessary and an amendment to the bylaws will be requested.

E. Benefits Committee - Erik reported that the committee continues to explore the grievance review process.
   a. Ted Wright stated that he is the chair of the committee, but due to personal commitments at this time, asked to be excused. Erik Hilgendorf will serve at the committee chair.
b. Greg Needham was asked to explain again the results of his and Judy Wilmuth’s research into other institutional benefits in the form of discounts to employees by community vendors. Gregg reviewed Joplin High School retired teacher monitored website (considered labor intensive and a full time job) and compared it to the Texas university that supplied business cards to vendors for voluntary participation.

c. Erik will investigate the origin of the programs and will dissect the implementation process in an attempt to duplicate their successes. Judy Wilmuth’s complied list of existing discounts to MSSU employees has been distributed at the MSSU Wellness Fair.

d. Debbie Dutch Kelley suggested contacting the Faculty Senate to ask if their committee has considered working on a discount benefit package for MSSU employees. The two senate committees could work together.

F. Election Committee – Josh announced the election results: Julie Wengert was elected to a three year term as professional staff; Kathy Feith was elected to a two year term as professional staff, Olive Talley was re-elected to a three year term as classified staff, and Michael Davies from the Physical Plant was elected to a three year term. The terms will begin in July 2010.

   a. The election committee reported 40% participation; Professional Staff rated as good, Classified Staff rated at fair, and the Physical Plant had very few participants.
   b. Discussion ensued regarding the possible restructure of the Staff Senate to expand the number of senators.
   c. Thanks to Josh Doak, Gregg Needham, Ann Quade and Gary Edwards for working all the election sites.

G. Executive Budget Committee – Josh will attend the meetings in his capacity as the Staff Senate president. He will request a list of meeting dates/times from Darren Fullerton.

H. Special Events Committee – Josh identified a handout submitted by a constituent regarding the Staff Service Awards process. The MSSU Foundation provides the funding for the event(s), Human Resources personnel organize the activities. A senator asked if the events could be calendared in January rather than the day of dismissal for the Christmas/Holiday break. Many people are busy. Since it is a staff event, it should not matter if faculty or administrative supervisors are on campus for the event. After discussion, it was determined that the exploration of this process and the possible revision requests should be handled by the Benefits Committee. It was unanimously voted to move this item to the Benefits Committee. Committee members are: Josh Doak, Laura Burch, and Olive Talley. Olive will move to the Benefits Committee to work on the Service Awards item.

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

New Business:

A. The Shared Sick Leave Policy requires oversight by the Shared Sick Leave Policy Committee; structured as follows:

   a. Committee appointment will be determined as follows:

      i. Staff Senate member will be appointed by Staff Senate – Josh Doak
      ii. Faculty Senate member will be appointed by Faculty Senate – Gerald Schlink
      iii. Human Resources member will be appointed by Vice President of Business Affairs – Judy Wilmuth
      iv. Four (4) at-large members consisting of (2) staff and (2) faculty will be appointed by the University President – Cheryl Dobson has accepted the appointment; others will follow.

B. The Committee will vote a new Chair and Vice Chair each year at the first meeting in July. Terms will run July – June.
C. Josh asked that the Senate review the Tie-Breaking policy as set forth in the Staff Senate Bylaws. The Bylaws state that the Executive Committee will vote to break elections ties. Erik motioned that the senate vote to revise the bylaws to reflect a change in the tie-breaker policy. Ann Quade seconded the motion. It was determined by unanimous vote that ties will be determined by a vote from the complete senate, thereby staying within the spirit of the bylaws. Josh will submit to the President’s Council a request for review of the policy and the revision request. Upon approval by the President’s Council, the bylaws will be amended.

D. Josh shared a conversation he had with Rob Yust (who had announced in a previous meeting the desire of the administration to give staff a one-time stipend before the end of FY2009-10). After consideration and assessment of the political climate due to the economy, it has been regrettably determined that a stipend of any kind will be viewed in an unfavorable light by Jefferson City. The MSSU administration will not be able to provide such an award at this time.

E. The summer work schedule has undergone another revision. Hours will be from 7:00 AM – 5:00 PM; ½ hour for lunch and ½ hour provided as holiday pay by MSSU. Last summer staff was required to work until 5:30 PM to accommodate the 10 hour day/10 hour pay. The ½ hour holiday pay will not be deducted from an employee’s accrued holiday pay, according to Debbie Dutch Kelley. The senate was assured that the holiday pay designation on pay sheets is simply a manner with which to measure the time off provided by MSSU to employees.

F. Josh asked to move the meetings of the Staff Senate to the Billingsly Student Center, as the building is open now following construction and is more centrally located on campus. The senate agreed unanimously to move the BSC.

G. Josh reminded everyone of the upcoming VPAA candidate interview dates/times/locations. Watch for Campus Announcements.

Comments and Announcements/Guest Input:

Adjournment: Josh asked if there was any other business to bring to the table for the benefit of the order. There being none, Gregg Needham made the motion that the meeting be adjourned; Debbie Woodmansee seconded the motion; motion carried; meeting adjourned at 9:40 AM.

Next Meeting: Wednesday, June 9, 2010 at 9:00 AM. Billingsly Student Center room 310 (Board room).

Respectfully submitted by:
Olive Talley