A. Administration

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

**Members Absent:** None

**Call to Order:** The meeting was called to order by Darren Fullerton at 9:00 AM.

**Determination of Quorum:** All members of the Staff Senate present; quorum established.

**Approval of the Minutes:** Darren asked for approval of the minutes. Olive noted that Gary Edwards had requested his absence of the previous meeting be listed as “excused” as he had reported his impending absence to Darren a few months prior. So noted and the revision will be made. No further changes were requested; motion to approve the minutes by Mike Fox, seconded by Erik Hilgendorf, motion to approve carried.

A. Committee Reports:

1. **Shared Sick Leave Policy Committee** – The policy has been sent to the faculty but has yet to be reviewed by the Faculty Senate Welfare Committee. Staff Senator Ann Quade will follow-up with Joy Dworkin to assist in answering specific questions that the faculty may have in regard to the policy.

   i. The goal is to obtain faculty approval of the policy and move forward in presentation to the President’s Council. Since the policy is an internal matter it will not have to process through the governance. If the faculty has not reviewed/approved the policy by the January 10, 2010 President’s Council, the Sick Leave Policy Committee will be allowed to address the council.

   a. The wording that includes “faculty” might need to be revised in order to press forward with administrative approval of the policy. At such a time as the faculty have reviewed and approved an inclusion implementation of the policy, the wording could revert to the original version which includes “faculty” in the Shared Sick Leave Policy.

2. **Communication Committee** – Jim Sayles of Information Services checked on custodial staff access to telephone messages. He did confirm that most of the custodial phone lines have been
re-routed for use by new offices, personnel, etc. Greg Nedham confirmed with Addie Atkinson, Secretary at the Physical Plant that emails are copied and put into custodial mailboxes. Gregg stated that he was uncertain if all emails are copied or if only those that pertain to the custodial staff. It was suggested that a secretary in each building print emails to “All Campus Community” and the like for their building custodians. Mike Fox related that there are two computers available to custodial staff from which they can access their email, pay stub information and leave balances. It was mentioned that the staff who do not have ready access to computers and/or phones be permitted thirty minutes a day to check messages and email announcements. It was also noted that the Spiva Library computers are available to staff any time the building is open. The comment was made and noted that physical plant employees (including custodians) are fearful of the ‘appearance’ that they might be wasting time at the computers. In that the staff members do not have official release time, the employees feel unprotected. The Human Resources Office has a computer available, also.

In regard to the accessibility of Staff Senate to the constituency, it was suggested that perhaps the senate could develop a brief ‘road show’ or ‘town hall’ concept meeting that would provide opportunity for staff who cannot attend meetings to have access to senators. The meetings could be set up at various times on different days. It was noted that Human Resources has made many attempts to reach out that have proven relatively unsuccessful. The Communications Committee will brainstorm and research was avenues are available at MSSU to reach out to the constituency.

There was limited success in the solicitation of comments from staff regarding the summer hours policy. It was noted that many constituents were reluctant to submit comments for fear of reprisal. Josh Doak suggested that we develop a card that can be submitted anonymously.

Some concern was raised regarding the use of the word, ‘anonymous’ on the website in regard to the submission of the electronic concern forms. It was determined that a message will be added to the website that the form can be completed and printed without being electronically submitted. If one is concerned, this is a process that can be used. The form can be printed be mailed to the Staff Senate and never electronically submitted.

B. Administrative Comments/Guests:
1. Darren stated that Dr. Mark Parsons, Vice President of Development and Executive Director of Foundation has been asked to speak to the Staff Senate, however he was unavailable for this meeting. The Staff Senate will extend an invitation to Dr. Parsons to attend a future meeting. Though it has not been established as a tradition of the Staff Senate to have Administrative Comments, it is certainly within protocol for the senate to solicit such. Dr. Parsons is a new to MSSU, a new member of the Administrative Staff, and is occupying a newly created position. He will address the Staff Senate in regard to his duties and goals for MSSU in the area of development.
2. Since Dr. Terri Agee will be leaving the Senior Vice President of Business Affairs position at the end of the semester, Darren asked the Senate to consider asking Rob Yust and Jeff Gibson to offer administrative comments at the January 2010 meeting.
C. Old Business:

1. Evergreen Solutions: A comment from a guest regarding Dr. Speck’s statement that MSSU was compared to Missouri Western – felt the hourly wage comparison was unfair due to discrepancies in location, demographics and size of metro-area. Darren responded that Dr. Speck had commented that we (MSSU) had not pursued the hourly staff rankings, due to the fact that completion of Phase One (professional staff) of the survey is pending appeals. In addition, at this time, no funding is available for hourly staff increase. A senator asked why we had been misled all this time (that a report would be ready in Feb. 2009). The senator stated that no one has ever answered clearly when hourly employees might see the results of the survey. Judy Wilmoth was in attendance and offered this response, “It was always planned that the professional staff adjustments would be made first. Hourly staff were included in the survey so the data would be collected for later evaluation. She explained again that the mechanical (physical plant) staff was compared to industry and the support staff was compared to industry and schools. Darren stated that he had received many comments from staff indicating that in the initial meetings with the Evergreen Solution representatives, it was stated that reports were to be delivered in a timely manner, even though at this time, money had only been set aside for the professional staff adjustments. Judy did verify that Human Resources does not have a report from Evergreen for hourly staff at this time; however the survey documents are in place for staff for titles and job descriptions. The senator asked what would be the cost to complete the study and how long will it take to receive a final report (both phases one and two). Darren suggested that perhaps we should invite Dr. Agee to address the survey budget process. He will make the inquiry.

D. New Business:

1. Staff Concerns
   i. Ann Quade passed out copies of comments collected regarding the Summer Hours as requested by Dr. Agee. In general, staff feels that we have lost something that used to make MSSU staff feel appreciated, i.e.: 45 minute lunch period and still had 10 hour pay. Darren reminded the Senate that MSSU used to ‘give’ 15 minutes per day so that hourly employees could receive 10 hour pay for a 9:75 day. That being historical, the advent of 30 minute lunches, longer hours and fees to use facilities, may indeed be the cause of the general feeling that something has been taken away.
      a. A guest offered that there was some concern that students/their families might be complainant about the campus closures on Friday (particularly Hearnes Hall); however those complaints were not as many as in previous years when Administrative Offices were open and other offices were not. The inconsistency made it difficult to service student needs.
b. Erik Hilgendorf stated that the restrictions regarding the combining of break times and 30 minute lunch breaks for employees to use at their discretion is an issue that needs to be revisited and hopefully revised.

c. Mike Fox stated that he has worked Fridays in the summer and has greeted campus guests who arrived not knowing that the campus was closed. He expressed a need for much better advertising of the closure. Greg Needham suggested having the campus open five days on a rotating schedule; work Friday – off Monday.

d. Josh Doak asked if Dr. Agee wants the Staff Senate to pass along the comments collected. Darren Fullerton responded that she asked for a Staff Senate recommendation after compiling the comments. It was stated generally that we must make a recommendation that keeps customer service in mind.

e. Darren Fullerton suggested that we think about perks for staff that would improve morale but would not hinder customer service. Mike Fox made the suggestion: go back to 45 minute lunch and leave at 5:00 PM...what is it really going to cost the institution in comparison to what it gives back to staff morale?

f. It was also brought up that we need to check into the Friday after Thanksgiving being used as the MLK state holiday off. At one time the Governor of the State of Missouri had declared the Friday after (Thursday) Thanksgiving, a legal state holiday. If so, we should not be spending one of the banked holidays.

ii. Other submitted items of concern were distributed for review; the content of which will be word processed and made available as an attachment to the minutes.

iii. Darren Fullerton asked that senators solicit and submit recommendations from staff in electronic format (if possible) one week prior to the next meeting.

Adjournment: Darren Fullerton announced that he will not be in attendance at the December 9, 2009 meeting of the Staff Senate. Josh Doak, Vice President will chair the meeting. There being no further business, a motion to adjourn was made by Josh Doak, seconded by Erik Hilgendorf. The meeting was adjourned at 10:15 AM.

Next Meeting: December 9, 2009, 9:00 AM, in the Spiva Library, room 413 A.

Respectfully submitted by:
Olive Talley, Secretary

Attachment: Staff comments regarding summer hours and other concerns.