MISSOURI SOUTHERN STATE UNIVERSITY
Staff Senate 2011-2012

Staff Senate Minutes
Wednesday, November 09, 2011 9:00 AM, Billingsly Board Room #310


Member(s) Absent / Excused: Bob Tessman

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

Call to Order: Killingsworth called the meeting to order at 9:05 AM.

Approval of Minutes: Wengert made a motion to approve the minutes; Harrington seconded the motion. Motion carried and the minutes from October 12th, 2011 were approved as written. McDaniel expressed appreciation to Wilmoth for transcribing the minutes.

Administrative Comments: Killingsworth welcomed everyone and the gallery.

Administrative/Special Guest Comments
Committee Reports:
Killingsworth called for committee reports:

1. Communications Committee – Arwood stated the committee will meet this month.

2. Election Committee – Doak gave a short presentation on how to nominate someone for the Southern Champs award, the system will be implemented in January. There was a question asked about security; will the nominator be confirmed? There is a limit of one nomination per category. The Communications Committee will publicize. Also discussed the “paw”, which will need approval from the Integrated Marketing Committee.

3. Benefits Committee – Carlin reported the Distance Learning Fee proposal has been put on hold; administration is planning to review the employee/dependent tuition benefits. The HR team for employee training and orientation made a brief list of items to be covered which would include sexual harassment, Banner, etc. In the future they hope to offer self-development classes. The team includes: Jeff Gibson, Richard Miller, Julie Vestal, Alicia Hughes, Debbie Woodmansee, Mike Fox, James Capeci, and Tonya Nickle. Harrington asked that Craig Richardson be added. This will be presented to President’s Council in the near future. A “wellness” day off suggestion has been forwarded to the Appreciation Committee.

4. Budget Advisory Council – They will meet December 1; Staff Senate has been charged to put 3 senators on that committee, Killingsworth will also be there. Harrington is on the committee in another capacity.
5. Executive Committee – Did not meet.

6. Appreciation Committee – Epperson advised HR reported there were problems covering offices during the fall break, and suggested taking a full day off the Wednesday before Thanksgiving. It was an issue for the Physical Plant, Human Resources and the Registrar’s office but they made it work.

Shared Governance – Talley reported they are about ready to wrap things up. The Budget Advisory Council will go before the Board of Governors for their approval. Wengert mentioned the shared governance survey; there will be a drawing for two $50 gift cards to the bookstore — please encourage everyone to take the survey.

Faculty Senate – The Staff Senate representative was sick and unable to attend Faculty Senate.

Edwards asked about the no smoking policy — the Student Senate has not moved forward on that policy.

Old Business:

1. Bruce reported the Staff Senate Satisfaction Survey has been changed to Staff Survey to keep it as neutral as possible. It has gone to the printer. The plan is still to send it out the first week of December. In the cover letter it was stated the results will be discussed at the February Staff Senate meeting (February 8).

2. The Distance Learning Fee proposal has been tabled, it will most likely go away; administration is planning to revamp the system and we may have an opportunity to address this again in the future.

New Business:

1. Staff Senate seats on campus committees – we need to decide how to handle Staff Senators doing double duty representing another area as well as Staff Senate. With shared governance Staff Senate will be asked to provide representation on campus committees. If a senator is already on a committee can they also represent Staff Senate? Killingsworth feels Rob Yust should answer this question. Arwood noted there could be a conflict with a person representing two areas. We can ask if a non-senator can be appointed as a Staff Senate representative. Wilmoth felt that would not be appropriate and noted if senators do double duty, Staff Senate loses a “seat”. One person gets one vote, even if they are representing two areas. The concern is Staff Senate is a small group so providing representation on all committees could be difficult; do we need to expand the Staff Senate?

Nominations for Budget Advisory Council are: Carlin (professional), Quade (classified), and Edwards (physical plant). Killingsworth will submit the names to Connie Shelton.

Killingsworth asked every senator to list the committees they are on – a list will be compiled. At the January meeting we will look at the ration and possibly restructuring.

2. By-law review: Article VIII Committees – we need to formalize the number of people on our sub-committees: Elections, Communication and Benefits. Previous discussion was a minimum of two senators, total of seven. Do we want to be somewhat vague? List minimum and maximum. During a busy time sub-committees might want to recruit temporary assistance. Discussion continued; it was suggested a minimum of three senators instead of two. Ad hoc committees are separate. Wengert made a motion to add to the by-laws (a sub section) for committees to include a minimum of three senators and bring in outside staff. Carlin seconded the motion. After additional discussion Arwood offered to formalize what was discussed and email to all senators for informal approval. Killingsworth will submit the change to our by-law to Rob Yust; he will determine if it needs to be approved by President’s Council.

3. Excessive absenteeism policy – Harrington would like the absenteeism policy in our handbook to be more specific. He submitted an absenteeism policy which was reviewed by the University’s attorney who recommended that it not be specific. The policy has to be applied to all employees (good and bad). The attorney’s recommendation was that each department director establish their own guidelines for enforcing
absenteeism. Harrington would prefer a campus-wide policy. His issue is with unscheduled absenteeism – people who call in and say they are taking a vacation day and it has not been scheduled or approved in advance. There are guidelines in other areas; for example the employee conduct section. Supervisors need training on the policies in the handbook.

Comments and Announcements/Guest Input:
Killingsworth would like to thank President’s Council for the Fall Break vacation day and the upcoming Wednesday afternoon off before Thanksgiving.

A guest commented on the absenteeism policy suggesting combining sick leave and vacation. At MSSU sick leave ties to retirement; 21 days of sick leave equal 1 month of service. In addition when an employee leaves they are paid for accumulated vacation time but not sick leave.

Adjournment: Wilmoth made a motion to adjourn. Carlin seconded the motion; motion carried.

Next Meeting: Wednesday, January 11, 2012 at 9:00 AM. Billingsly Student Center room 310 (Board room).

Respectfully submitted by:
Brenda McDaniel