2010/2011
Executive Committee
Erik Hilgendorf, President
Greg Killingsworth, President Elect
Josh Doak, Secretary

Missouri Southern State University
Staff Senate 2010-2011

Staff Senate Minutes
Wednesday, October 13, 2010  9:00 AM, Billingsly Board Room #310

Members Present: Josh Doak, Ted Wright, Erik Hilgendorf, Greg Killingsworth, Olive
Talley, Gary Edwards, Bob Harrington, Julie Wengert, Brenda Hayes, Brenda
McDaniel, Heidi Carlin, Leslie Willis, Ann Quade, Michelle Arwood and Mike Davies.

Member(s) Absent / Excused: Debbie Woodmansee

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

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

Approval of Minutes: Erik called for changes in the minutes; there being none asked
for a motion to approve; Julie Wengert motioned and Bob Harrington seconded; all in
favor; motion carried and the minutes from September 15, 2010 were approved as
written.

Administrative/Special Guest Comments: Erik invited Debbie Dutch Kelley, the
Human Resources Director to speak on updates with insurance. Details presented
are bulleted:

- Insurance committee composed of four faculty and four staff, elected to remain with Blue Cross Blue Shield for
  2011 calendar year due to unattractiveness of University to bidders. Primary reason based on claims being
  higher than premiums over the past year.
- Insurance premiums will be 16.9% higher than 2010. The University and faculty/staff member are splitting the
  increased cost. Premium increase is driven by federal and state health care reform (around 3%) and high claims
  (around 13.9%).
- No change to vision cost or coverage.
- Life insurance for employees increased, but remained the same for spouse and children
- The University will continue to use tier system. Higher paid employees pay more for coverage.
- A new option to married employees who both work at the University is the ability to waive health insurance plan
  and be included on other spouse’s policy. This can benefit family by reducing premiums.
- For the calendar year 2012, the University will hire a consultant and assist in bid process.
- Anyone with changes to All-State coverage should contact All-State directly.
- All employees should be receiving insurance enrollment forms. They are due to the Human Resource Office by
  5:00 PM Friday, October 29th.

Josh Doak asked Debbie if employees can drop a spouse or child on their insurance anytime of the year with or
without a qualifying event. Debbie stated that a spouse or child can be dropped without a qualifying event, but they
will not be eligible for COBRA after 30 days unless they attain health care coverage.

Debbie discussed the topic of the Missouri Consultative Health Plan that the state of Missouri uses. She stated that
although this is the primary plan that the state uses, it would not be the best fit for the University. This group had no
interest in the University during the last bidding process, plus this group’s board makes rules and regulations for
colleges and universities that are difficult to make more attractive bids than other health care providers. She added
that as a general rule, colleges and universities with regard to health care are older populations in comparison to K-
12 school systems, and we are not as well or fit. This makes us less attractive to insurance companies.

Heidi Carlin mentioned that during a purchasing officers meeting in Columbia, the topic of colleges and universities
coming together for insurance was mentioned, but everyone was waiting for “players” to come on board to get the
state to release authority for them to do so.

Erik introduced Rob Yust, Vice President of Business Affairs to speak. Rob wanted to clarify that the issues the Staff
Senate wishes to present to the President’s Council will go through him, not Darren Fullerton.

Committee Reports:
A. Communications Committee – Josh Doak reported that the University Marketing and Relations department
would be updating the Staff Senate website soon to reflect correct meeting dates and current senator names.

B. Election Committee – Josh Doak reported that Michelle Arwood (Business Office), Leslie Willis (Campus
Recreation), Brenda McDaniel (Registrars), Brenda Hayes (Kinesiology and Athletics) and Heidi Carlin (Business
Office) were selected in the September expansion election. The result of the Superior Service Awards was 2-1
ratio in favor of changing awarding from three at $1,000/each to six recipients at $500/each.

C. Benefits Committee- Erik Hilgendorf mentioned the issue of morale and that they are looking for any new ideas
that would benefit the University without added cost. One idea the committee is developing is a quarterly
recognition award that would enhance the spirit of staff and give consistent gratitude on top of annual
recognition of the Superior Service Awards. Possible quarterly award name would be the “Lionhearted Award.”
   a. Guest in audience presented the question of whether this would be an idea for Appreciation Committee.
      Erik responded that this could eventually dovetail into that committee, but the Staff Senate should
      continue to explore possibility.
   b. Additional discussion points revolved around how this would differ from Superior Service Award. Olive
      Talley remarked that this award would focus more on single events of good service instead of year-long
      excellence that the Superior Service Awards recognize.
   c. Heidi Carlin shared that at Tyson’s, employees received a paid day off on their birthday.
      1. Audience member pointed out that this benefit would be difficult with politics change in the
         state reducing holidays from 13 to 12. Giving more holidays in this financial climate would not
         be well received.

D. Executive Budget Committee – Nothing to report.

Old Business: None

New Business:
1. Voting Nomination Bylaw-Josh Doak presented adding a bylaw in the nomination and voting procedures to only
   allow staff to nominate individuals for Staff Senate. Measure passed unanimously.
2. Staff Advocacy Proposal-Erik Hilgendorf discussed that he has received request for the Staff Senate to develop a
   proposal that would work with staff with a grievance. Uncertainty of how that would look led to stall in
   conversation and for Benefits Committee to develop formal proposal to present to the senate.
3. Staff E-mail Suggestions-Ann Quade received an e-mail from a fellow staff member with suggestion for
   professional development through Disney Institute and for cross-training of secretaries in areas with positions
   temporarily unfilled or in busy season. The Disney Institute works with employees on issues of customer service
   and morale issues. The program is personalized and can service any number of employees depending on if
   employees travel to the Disney Institute or a representative of the institute comes to the University as an
   external agent.
a. Erik Hilgendorf mentioned that the Strategic Planning Committee is listing professional development as a factor to improve upon. Continued discussion among the senators ensued talking about how halt on traveling has hurt professional development for departments and the campus as a whole.
   i. The issue was addressed to Rob Yust who stated that he’s open to suggestions on improvements in customer service and professional development. The tight budget strings are loosening to areas that can show that professional development is beneficial to the University.

Discussion on cross-training secretaries evolved to more wide range interdepartmental training for staff of all levels. The benefits of gaining knowledge of other departments and working in new areas would improve morale and relationships on campus.
a. Ann Quade agreed to make a draft proposal for President’s Council requesting permission for employees to cross-train in areas with position voids or busy season times. Josh Doak offered to assist with proposal.
4. Campus Beautification-A small group of staff met last week to discuss campus beautification. The initial idea was presented by Thomas Hanrahan, The Chart Manager at the Staff Senate meeting in August. Notes were distributed to senators. Olive Talley commented that during down times on campus (ex. Fall Break) would be an excellent time for the administration to allow staff to work with others on campus to improve looks of campus.

Comments and Announcements/Guest Input:

Heidi Carlin informed the senate of recycling opportunities that would benefit the University. Pepsi is willing to install recycling center machines that would tabulate points for each bottle recycled. Points can be used for free products. Staples and Hewlett-Packard both offer money and/or products to departments that recycle ink cartridges.
a. Bob Harrington pointed out that the University receives no benefits for its current recycling efforts.
   Anything we can do that would benefit both the environment and the University would be a big plus.

Erik Hilgendorf announced that Steve Wagner will serve as Faculty Senate liason to the Staff Senate to collaborate efforts and give updates on their workings.

Adjournment: Erik asked if there was any other business to bring to the table for the benefit of the order. There being none, Erik Hilgendorf made the motion that the meeting be adjourned; Julie Wengert seconded the motion; motion carried; meeting adjourned at 11:00 AM.

Next Meeting: Wednesday, November 17, 2010 at 9:00 AM. Billingsly Student Center room 310 (Board room).

Respectfully submitted by:
Josh Doak