2011/2012
Executive Committee

Greg Killingsworth
President

Michelle Arwood
President Elect

Brenda McDaniel
Secretary

MISSOURI SOUTHERN STATE UNIVERSITY
Staff Senate 2011-2012

Staff Senate Minutes
Wednesday, October 12, 2011 9:00 AM, Billingsly Board Room #310


Member(s) Absent / Excused: Hiedi Carlin

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; Tally seconded the motion. Motion carried and the minutes from September 14th, 2011 were approved as written.

Administrative Comments: Killingsworth welcomed everyone and the gallery. Meeting was then turned over to special guest.

Administrative/Special Guest Comments: Jo Kroll, Dean of Graduate Studies and Life Long Learning gave an informative presentation titled MSSU Online; The “Big” Picture. Courses are being re-designed to be taught by adjunct instructors. Web site visitors is utilizing behavioral tracking to see where people are going on the web site. Also, LLL is looking into targeted student marketing with an outside provider. Power point presentation ensued till 9:35.

Committee Reports:
Killingsworth called for committee reports:

1. Communications Committee –Did not meet formally, Arwood said the committee is working behind the scenes on the web site.

2. Election Committee –Doak handed out the Southern Champs Award nomination form. Discussion concerned the form’s logo design and it was agreed that rather than the Athletics Lion, a “paw” design would be developed. Discussion on the paw design ensued. Doak said the program would begin in January 2012. The first awards are to be given out in March of 2012 and each quarter thereafter except in December so it would not conflict with Superior Service Awards. The Southern Champs Award program was previously approved by President’s Council and the Elections Committee was charged with developing specific criteria for winning the award. Nominations go to the Elections Committee and they would select the winners. The nomination form is to be placed the Staff Senate web site. Visitor Gish volunteered to help get the form posted. A motion to pass the nomination form, criteria, and “paw” design was made by Harrington and seconded by Talley. Motion passed.

3. Benefits Committee –Chairperson Carlin was absent so Tally gave an update. Tally updated the Senate on the revision of the Tuition Fee Waiver for Distance Learning Fee proposal. President’s Council came back to the
committee and wanted the named changed to Distance Fee Discount and they are not willing to discount the Library fee of $4 as it is a technology fee. Benefits committee agreed to change the proposal to get it passed. Killingsworth explained the President’s Council’s stance and opinion and noted that the entire tuition waiver/discount program was going to be reviewed further down the road and the title needed to be change to coincide with those plans. The revised proposal will be presented to Rob Yust to discuss at the President’ Council on the 17th of October.

Killingsworth said the Event and Clerical Support Pool proposal has passed. Tally noted that the documents need to be posted to the Staff Senate web site and the electronic form is being developed. Announcement to the campus should also be made.

Orientation and Training Committee Proposal was outlined by Wengert. Wilmoth and Wengert jointly developed the proposal to form a sustainable and recognized committee for orientation and training. The proposal was summarized and the Senate members were given a copy of the proposal. The proposal asks that the committee be set up by January of 2012. The proposal outlines structure, purpose, suggested membership, and budget. Arwood asked if money set aside for staff development could be used. Harrington said there was budget for that on a case by case basis. Wengert said the training was for a different kind of campus training and would not take away from that budget of funds. Wengert said the proposal was strictly to get the committee set up and then the structure can be decided upon by the committee. Discussion was positive for the proposal. Bruce was interested on being on the committee if formed. Harrington moved to send the proposal to Presidents Council. Killingsworth said it could be delayed due to a review of all committees. Motion was seconded by Doak. Motion passes.

4. Executive Budget Committee – Has not met yet. Report will be given in the November Staff Senate meeting.

5. Executive Meeting – President’s Council discussed proposals, posting minutes, volunteers for Extreme Home Makeover and Habitat, staff wages, staff attitudes. Discussion on wages was talked about. Yust will address the Senate and the campus regarding the budget and MSSU’s financial position. Arwood said there was political aspects to wage increases and that the campus needed to know those issues. Killingsworth supports and encouraged the President’s Council to give a state of the University speech.

Some committees on campus still needs Staff Senate representation. Killingsworth said we need to have reports from the committees that various Staff Senate members are on. If Staff Senate members are no longer Senators, Killingsworth wanted to know if those vacated seats on committees should be replaced with Staff Senate member rather than lose the representation. These committees include but are not limited to Appreciation Committee and Sustainability Committee. Killingsworth noted that this will be discussed at the next meeting with the President’s Council.

Harrington was asked what was the Sustainability Committee and what does it do. Harrington explained including giving an update on future campus plans and concerns.

Killingsworth noted that Jared Bruggeman was chairing a group to look at the whole committee structure on campus including faculty and staff and that would be going forward and is a priority to the President’s Council.

Talley proposed that each Senator send an update to Arwood on the work of any committees the Staff Senators are members of, so it can be posted for all the Senators to see and know what was going on in those committees.

Old Business:
1. The Staff Senate Satisfaction Survey was discussed by Bruce. A proposed letter and survey was discussed. The letter was developed to be sent out from the Staff Senate President (Killingsworth). Bruce outlined the scoring method, went over the survey and the letter and asked for suggestions or questions. Suggestions were made regarding the letter, survey questions, and method of delivery, survey results, and when the survey would go out.
2. Tally asked that next month the Senate should re-visit the sub-committee structures regarding how many members and the membership structure should be. Killingsworth noted that this had been discussed but the by-laws had never been updated. Talley noted in light of staff re-classification we need to look at representation on committees equal to the division of staff ratios on campus. Senate representation and committee representation should be reviewed. Wengert noted that a nominating committee is also a possible option. Issue was tabled till November for committee structure and January for the Senate membership.

3. Harrington gave an update on the Extreme Home Makeover project and the Habitat for Humanity build and MSSU’s involvement. Harrington said these types of events are good PR for MSSU. The Habitat project also involves University Development. Discussion ensued about future MSSU involvement in community projects. Killingsworth suggested asking President’s Council for one day off a year to go help Habitat building projects.

New Business:

Wilmoth brought forth a recommendation for a wellness day to be brought to the Benefits Committee. Wilmoth asked if the Staff Senators felt this was a proposal that should be given to the Benefits Committee or if another day off was something that should be looked at. Consensus was that the suggestion should be taken to the Benefits Committee and a proposal developed if the Committee voted to do so.

McDaniel is co-chair of the Academic Calendar Taskforce and handed out the proposed academic calendar beginning with the fall 2012 schedule. Changes include removing a week from the spring semester and offering more sessions for summer. Summer session has been the biggest change by going to a four week, eight week, and possibly a 10 week summer session. Arwood asked if the new schedule ties into the Joplin R-VIII schedule. McDaniel said they (Joplin R-III) follow our calendar. MLK holiday issues were looked at and on-campus activities would suffer if students were allowed a day off for that holiday. For financial aid reasons, the schedule will not go into effect in 2013. Faculty compensation is another area to be evaluated for the restructure of the summer classes. Doak expressed a concern about campus housing and summer cleaning. McDaniel said that is a concern and will be considered. Comments should be forwarded to McDaniel if anyone has any concerns or suggestions.

United Way Campaign is going on. Every department gets a pizza party for 100% participation.

Comments and Announcements/Guest Input:

Killingsworth opened the floor for comments and announcements:

Wengert shared that there will be an announcement forthcoming from the Bursar’s office regarding drop dates. Drop dates will now always be the second Thursday of classes at 5:00 p.m. There will only be a one week re-instatement period. This starts in the spring semester. There is a $50 fee to be re-instated. Everyone needs to be reminding the students that this is going into effect in the spring. Thursday drop dates increases the availability of staff to assist students. Web registration will no longer be an option. No new registration will be allowed, only re-instatement.

Wengert gave kudos to the Leadership Academy for the great turnout on the new employee reception.

Harrington noted he was working with Human Resources to revise the absence policy. Harrington asked everyone to bring to Staff Senate next month suggestions on defining what excessive absenteeism is.

Doak reminded the Senate of the Residence Halls giving out Halloween treats.

Adjournment: McDaniel made a motion to adjourn. Arwood seconded the motion; motion carried.

Next Meeting: Wednesday, November 9, 2011 at 9:00 AM. Billingsly Student Center room 310 (Board room).