Staff Senate Minutes
Wednesday, September 14th, 2011  9:00 AM, Billingsly Board Room #310


Member(s) Absent / Excused: None

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

Call to Order: Killingsworth called the meeting to order at 9:10 AM.

Agenda Announcement: Killingsworth announced that a SharePoint presentation by Al Stadler would ensue at 10:00 AM.

Approval of Minutes: Talley made a motion to approve the minutes; McDaniel seconded the motion. Motion carried and the minutes from August 8, 2011 were approved as written.

Committee Reports:
Reminder: Sub-committees should be keeping minutes at their meetings.

1. Communications Committee – Arwood stated that the committee met. Members present were Doak, McDaniel, and Arwood. At the meeting, the question was asked “What is our charge”? Response from Tally indicated constituency communication was a priority. Also, Bruce stated that the possibly pending staff survey would be of some help in establishing communication committee priorities. Talley stated that there is possibly a need for printed versions of Staff Senate documents such as minutes and proposals since many do not have access or the time to access computers. Arwood asked how many copies would be needed and that perhaps members desiring “hard copies” submit a request to minimize waste. Another suggestion was to have department secretaries distribute the documents. Another suggestion was to perhaps post minutes in central or convenient public places. Physical plant personnel seem to be the most affected by the lack of access to computers. Talley stated that she would e-mail Harrington when the unapproved minutes were available on-line and Harrington stated that physical plant personnel have access to printed copies as well. A suggestion that a campus-wide e-mail be sent out stating the minutes were available. Killingsworth suggested a memo be distributed to custodial staff notifying minutes were available. Harrington approved. In response to the suggestion that the communications committee assist in making the staff senate more “visible” Arwood stated that personal invitations to attend the meeting were extended and no response has been seen. However, Arwood did state she felt it important to make personal connections. Also, the Share Point site was deemed a viable tool for communication. Killingsworth stated that communication is a two-way street and that people have to want to be reached and that they won’t be if they don’t. Arwood stated that the Staff Senate still needs to make an effort to initiate communication to the campus.
Arwood stated that the layout for the committee members for the website was discussed at the meeting. Arwood stated that she wanted to verify all committee members before publishing it to the web site. The committee members were then verified. Arwood then proposed that the web site listing be limited to committee title and members. This met with the Senate’s approval. The committee titles were also verified. It was decided that since Mr. Fullerton stated the Student Senate wanted to act independently, there was no need to attend their meetings. A question was raised as to if the duties or charges of the committees were stated in the By-Laws. The answer was tentatively, “no”. Killingsworth agreed with Arwood that the communications committee will be responsible to define its own purpose. Doak then suggested that each committee should do the same. Talley stated further that the communication committee’s purpose should be to enhance communications between the Staff Senate and the campus, internal communications and also to evaluate the mechanisms used for that purpose.

2. Election Committee – The committee decided not to pursue starting the Southern Champs Award until after the first of the year due to delays caused by the tornado. Arwood asked why this process was under the Election committee’s cognizance. The answer was the committee is familiar with nomination and voting mechanisms.

3. Benefits Committee – Killingsworth stated that it would be better for him not to be on the committee because other Staff Senate members have more time left in their term. Carlin accepted a nomination to chair the committee. Motion was made by Killingsworth to be replaced by Carlin, Talley seconded, motion passed. Talley said that their committee would create minutes at meetings. Killingsworth suggested that all committees do so. Talley suggested that these additional minutes be posted. Talley suggested that this may generate interest from the constituency. The changes to the distance learning fee proposal were reviewed. What constitutes a full-time faculty/staff member was reviewed. Motion was made by Wengert to forward the proposal to Yust for his recommendation to the President’s council. Motion was seconded by Epperson. Motion was passed. The Event and Clerical support poll proposal was reviewed. Killingsworth stated that the hours volunteered would be tracked to avoid abuse and that Talley would be the first to track the hours. It was suggested that IT set up the electronic forms needed the using the policy on the web site in multiple places. Motion was made by McDaniel to forward the proposal to Yust for his recommendation to the President’s council. Motion was seconded by multiple members and the motion passed. It was stated that the committee would have regular meetings.

4. Executive Budget Committee – Have not met.

5. Shared Governance Committee- Proposal #3 (Budget Advisory Committee member selection) has been sent back from Faculty Senate with recommendations to specify that the five Deans be Academic Deans. Another recommendation was to add Library Director to Presidential discretionary list. It was further stated that any future Library Director (other than McGrane) would be designated as a Professional Staff member. Talley made a motion to approve the amended proposal. Motion was seconded and passed. Talley introduced a memo discussing the process of forming task force of Shared Governance. Talley is recommended to continue on the Shared Governance committee. Senate adjourned for a restroom break.

6. SharePoint demonstration by Al Stadler. The Intranet’s options and capabilities were demonstrated. The communications committee will assist with the implementation of the site.

7. Appreciation Committee- Looking for low cost suggestions for appreciation awards. Free T-shirts will be offered for homecoming. A suggestion was made for a coupon for a free aqua-massage.

8. President’s Council Meeting- Killingsworth said that he asked the council if there was a protocol for extending appreciation from the staff senate. It was stated that there was not. Killingsworth stated that the Administrative Council is open to the public. Also, it was asked “How many committee’s should one person be on”? Arwood stated it was the council’s opinion that the HLC, Shared Governance, and policies are the main priorities for committees. Extreme Home Make Over Team MoSo was brought up but Extreme Home Make Over doesn’t accept group volunteers. However, Habitat for Humanity does. It was stated that this would be a good opportunity for MSSU to volunteer as a group. Parsons and Surber were announced as contacts for the volunteer effort. For Extreme Make Over, some students could partner with Drury students, Harrington stated.
Killingsworth asked for a motion to continue looking at helping with Habitat for Humanity volunteerism. Arwood motioned, Talley seconded. Motion passed. Harrington was selected to act as a point person for this project.

Correction of error- McDaniel discussed improving student drop procedures. Training was also discussed at President’s council Arwood stated. Orientation and training at other Universities will be done be Arwood and Wengert. It was again stated by Arwood that training and orientation is behind the policy priority. Wilmoth has done research to enable the formation of a training committee.

Old Business:

Staff survey- Bruce showed example ideas for the Staff Satisfaction Survey. University of MI- Dearborn was used as an example. The question was raised as to if the survey should be distributed on-line or by paper method. Also, Bruce asked if the staff member’s department should be indicated on the survey. It was suggested that the staff member’s affiliation should be the broader Dean’s area. It was suggested that the survey should be done in paper format. Bruce stated that she would use student help rather than a sub-committee to help with the survey. It was agreed that the example would be used as a template for MSSU’s survey. Bruce suggested that the explanation letter be addressed from the Staff Senate. Killingsworth will ask Yust if the survey will be under the Staff Senate control or not. It was stated that the purpose of this survey was to give the Staff Senate direction and focus for staff concerns. It was stressed that the survey is out of the neutral motives in order to gather information only. A tangential conversation then ensued regarding how long the staff would go without raises. Consequentially, more discussion happened regarding staffing costs and that discussion with Dr. Speck. Bruce stated that the Board room is intimidating to staff and that may be a reason people don’t come to the meetings.

New Business:

Trunk or Treat- Talley promoted this community event at Landreth Park and stated that this event will also be held on campus. Also, Talley stated that the campus supported inviting area school students to a game for “All-Stars”.

Comments and Announcements/Guest Input:

Wilmoth asked for input on insurance changes and highlighted the main changes. Open enrollment will be held in October. Thanks to Judy for reducing cost.

Adjournment: Killingsworth asked if there was any other business to bring to the table. There being none, Doak made the motion that the meeting be adjourned; Epperson seconded the motion; motion carried.

Next Meeting: Wednesday, October 12th, 2011 at 9:00 AM. Billingsly Student Center room 310 (Board room).

Respectfully submitted by:
Bob Tessman