



# MISSOURI SOUTHERN

STATE UNIVERSITY

## STAFF SENATE

### STAFF SENATE MEETING MINUTES

Date	Wednesday, August 11, 2021
Time	9:00 am
Location	BSC356

#### Next Meeting:

Wednesday, September 8, 2021 @ 9 am  
BSC 310 Board of Governors

**Members Present:** Kandee Behnke, Denice Brown, Melinda Brown, Katie Fields, Laura Gullett (Secretary), Stephanie Hopkins, Megan McCollough, Brian Moorhouse, Eli Moran, Mike Opfer (President), Nick Reynolds, Shakira Rhoads (Parliamentarian), Teresa Shufflin

**Member(s) Absent/Excused:** Brenda Beasley, Ashley Brownfield (President-Elect), Christina Hamilton

**Determination of Quorum:** - Thirteen of sixteen members were present; quorum was established.

**Call to Order:** President Opfer called the meeting to order at 9:00 am.

**Approval of Minutes:** Senator Gullett motioned for approval of June meeting minutes; Senator Rhodes seconded the motion. June minutes were approved as presented. Senator Moorhouse motioned for approval of July meeting minutes; Senator Fields seconded the motion. July minutes were approved as presented.

#### **Administrative / Special Guest Comments:**

**President's Council:** No representative was present. No report was given.

**Faculty Senate:** No representative was present. Faculty Senate does not meet until September.

**Student Senate:** No representative was present. Student Senate will not meet until the fall semester starts.

#### **Staff Senate Committee Reports:**

President Opfer called for committee reports.

**1. Communication Committee (Moorhouse)**

Senator Moorhouse reported that he will be leaving MSSU and a new chair will need to be chosen. Chair selection will be tabled until the September meeting.

**2. Community Service Committee (Gullett)**

Senator Gullett reported that calendar invites were sent to the committee. During the committee meeting, they will review the timeline and application for the Angel Tree.

**3. Elections Committee (Brownfield/Rhoads)**

Senator Rhoads shared an update on the Quarter 2 Service Champ award. There were 16 nominations and 3 recipients chosen. Recipients were present today; Karen Nine, Ronnie Dawson and Robert Frossard. October will be the next call for nominations. Megan McCollough was sworn in for her 1-year term. Senator Rhoads shared that the next in line will also be notified to fill Senator Moorhouse's vacancy.



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#### 4. Executive Committee (Opfer)

President Opfer reported during the Senate Executive Committee and President's Cabinet meeting, it was discussed to expand Community Service projects. Another beautification day was discussed, as well as the possibility of food baskets with partnership from Lion Co-Op.

Beautification Day and painting paws was tabled as the Oval/Roads projects is delayed. Planters from the last Beautification Day were picked up and available to be reused. Homecoming is September 24-25. Decorations were discussed for Homecoming participation: office décor, car decorations, and a Stag Senate float in the parade. Theme for Homecoming is Decades of Southern Spirit, 1930-2021.

Angel Tree Programming was also discussed with Presidents Cabinet and how we could possibly incorporate staff support if it is needed.

President's Cabinet also shared about the review of the compensation proposal and how it relates to enrollment.

COVID and mask-mandates was reviewed. Masks should be worn and the university is not stating that there will or won't be a vaccine mandate. President Opfer reminded senators to share thoughts and feelings of staff with a member of the Executive Committee to take to PC.

#### 5. Governance Committee (Rhoads)

Committee has not met, no report.

#### 6. Staff Welfare Committee (Shufflin)

Senator Shufflin reported that committee has met twice since the last Senate meeting. The initial proposal was reviewed and clarified that The Human Resources and Business Affairs Office will be submitting a response to the committee by January 2022. Business Affairs and Human Resources have shared their concern with the deadline. The committee is continuing to work towards multiple goals; one being staff compensation to have a line within future years budget. Senator Rhoads questioned if HR and Business Affairs know what the committee is expecting. Senator Shufflin shared that the request was a different approach than the committee has used in the past; however, HR and Business Affairs does know what Staff Welfare is expecting in the proposal.

#### Campus Committee Reports

President Opfer called for committee reports.

##### 1. COVID-19 Task Force (Opfer)

President Opfer shared about the mask update for classes starting. Classrooms will be at 3 feet with the expectation that students will wear their mask and have assigned seating.

##### 2. University Council (Opfer)

University Council has not met, no report.

##### 3. Athletics Committee (McCollough)

President Opfer stated that Senator McCollough will take over as chair. Senator McCollough



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reported that the committee meets as needed but she will be following up with Faculty Senate. President Opfer also requested an update from the department of Athletics. McCollough shared she can do that but that is not the purpose of the committee.

#### 4. **Faculty Information Technology Committee (Opfer)**

Senator Reynolds shared that due to his job on campus he is not the best fit for this committee. President Opfer will the senator attending these meetings. Senator Reynolds did share about updates to the Information Technology department. He highlighted multi-factor authentication and shared about new windows updates (between now and 2025) to bring our technology up-to-date across campus.

#### 5. **Insurance Committee (Shufflin)**

Senator Shufflin's insurance committee seat is ending. She has agreed to continue over the next year to complete her Senate term. Senators Hopkins and McCollough both agreed to be the representative; however, their Senate terms end with Senator Shufflin's term in June 2021. Senator Behnke agreed to check her calendar to see if this commitment is something she can do. Senator Shufflin stated that there will be a Southern Summit session regarding insurance.

#### 6. **Shared Sick Leave Committee (Fields)**

Committee has not met, no report given. Senator Fields and Senator Reynolds shared the process for applying for shared sick leave. The members of the committee are given completely anonymous information review if the applicant should be granted the shared sick leave. President Opfer found it concerning that there wasn't a policy around guidelines of approving the shared sick leave time and if employees were being treated the same. Senator Fields will follow up with what the employee handbook states about shared sick leave.

#### 7. **Diversity Committee (D. Brown)**

Committee has not met, no report.

#### 8. **Empowering U Committee (Opfer)**

Committee has not met, no report.

#### **Unfinished Business**

President Opfer asked for any unfinished business.

1. Senator Shufflin requested follow up to an email about the telework policy. President Opfer shared that he did follow up with the email.

#### **New Business**

President Opfer asked for any new business.



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#### 1. **Staff Senate Code of Conduct**

President Opfer reminded Senators about how we share information and to not include names of other staff when sharing thoughts and feelings. He asked that we listen to other staff and be there for one another.

#### 2. **The Happy Committee**

President Opfer shared about how Staff Senate used to be called the Happy Committee and only did the happy things. He wants to continue to do things that boost morale but also wants to have tough conversations also.

#### 3. **The Welcome Back Meeting**

There will be two sessions on 8/13/21 at 8:30am and 10:30am in Leggett & Platt.

**Comments and Announcements/Guests Input:** No comments or announcements were made. There were 3 guests present. There were 17 online in attendance.

**Adjournment:** Senator Reynolds motioned to adjourn the meeting and Senator Hopkins seconded the motion. The meeting was adjourned at 10:00 am.

**Next Meeting:** 9 a.m. Wednesday, September 8, 2021 in BSC 310, Board of Governors room.

Submitted by Laura Gullett