



MISSOURI SOUTHERN

STATE UNIVERSITY

STAFF SENATE

STAFF SENATE MEETING MINUTES

Date	August 10, 2022
Time	9 AM
Location	BSC Board of Governors
Next Meeting: Wednesday, Sept 14 @ 9 am in Board of Governors	

Members Present: Julie Christiansen, Christina Hamilton, Jonathan Case, Alicia Hughes, Brenda Beasley, Nick Reynolds, Shakira Gammill, Ashley Brownfield, Brian Palmer, Greg Killingsworth, Amanda Curtis, Melinda Brown, Leona Belk, Teresa Adams

Member(s) Absent/Excused: Atiba Bradley, Jason Stockdale

Determination of Quorum: - 14 of 16 members were present; quorum was established.

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

Approval of Minutes: Senator Reynolds motioned to approve the minutes and was seconded by Senator Gammill. Meeting Minutes were approved.

Administrative / Special Guest Comments:

President's Cabinet: President Van Galen was present to give a report on behalf of President's Cabinet. President Van Galen wanted to say Thank you for the patience and understanding given during the last several months. The Fall Welcome Back meeting is scheduled for Thursday August 18 in the Leggett & Platt Gym. There will be refreshments from 9-10, with an all-employee lunch following the meeting. This takes place of the traditional picnic held on Fridays before classes begin.

In response to specific pieces of the Staff Survey collected since the last meeting:

- Townhall meetings will continue for the year. There will be one or more in the month of September with the first one scheduled for September 22, following census. This will allow us to look at enrollment numbers.
- Regarding recycling on campus, Republic Services does recycle bottles, paper, and cardboard. The physical plant informed us that there is not a recycling program on campus. Several clubs and organizations have wanted to lead one in the past, but it will only last for one or two semesters. The physical plant does not have the manpower to run a program efficiently.
- Heating/Cooling issues: If you are working in an uncomfortable environment, please contact your supervisor, Brian with the Physical Plant, and Dr. Hodson so accommodations can be made. There are significant materials issues that are causing delays.
- Better Communication: In response to campus announcements, they will utilize Teams, social media, and email. The new Director of Communications and External Relations will begin later this month. President Van Galen will sit with her and develop a better system for notifying campus of events and other campus news.



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- Compensation: Linda Eis and Christina Means will discuss this further. If anyone has taken on additional duties, they need to discuss this with their supervisor. There have been a lot of shifting duties on campus. It is time for everyone to look at their current job description.
- Retention/Recruitment of Employees: This is a national problem. CEBAT tried to make MSSU a great place to work. That will remain a priority.
 - We need to collaborate and communicate to keep the spirit going.
 - Strategic planning is underway. Encourage staff to be engaged in the process.
 - We need to look at what we can do with the tools and resources we have.
- Enrollment: There is a significant reason for the issues. This is not something that we can easily solve. We are in the middle of a 5-year trend. It will take time and everyone's efforts to turn this around. 'What can we ALL do?' Provide outstanding service and support. Keep positive morale regardless of where we are. "The students are our why."

Linda Eis provided an update regarding Recruitment and Retention of Employees. They will be conducting a Strategic Workforce Recruitment and Retention Analysis. This will not just cover compensation and benefits. It will look at the entire picture. This will be outsourced to a consultant. Conversations will be held with Staff and Faculty. The plan is to complete and incorporate the plan within a couple of years. An increase in enrollment will help the efforts. President Brownfield asked if there was a way to ensure this was not another Evergreen study. Ms. Eis stated that the timing of the Evergreen study was not good. It was 2008-2009. The markets and everything crashed. They tried to implement it at a time that nothing was available. This new analysis will be slow. The suggestions will not sit on a shelf. The bottom line, we must grow enrollment. When asked the timeline, Ms. Eis stated that they want to have a consultant hired before the holidays. We won't be able to do everything they recommend but we need to do something to keep the great people we have now. It was asked by Senator Hughes if they plan to have annual updates and they are planning to do that. It was asked by Senator Reynolds if this will be shared governance. Ms. Eis stated that they have not considered it, but they would look into a collaboration.

There was a question from Senator Brown regarding enrollment. President Van Galen stated that the projections from last year show we will be down overall. The goal is to build it back up overtime.

Faculty Senate: No representative was present. They have not met. No new report.

Student Senate: No representative was present. They have not met. No new report.



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Staff Senate Committee Reports:

President Brownfield called for committee reports.

1. Communication Committee (Brown/Hamilton)

Went over results from the survey. There was a very good response rate (46%). Campus email will be used for the top communication channel. Based on the results the following will be key points for Staff Senate:

- Focus
 - i. Getting Staff suggestions/thoughts to Administration
 - ii. Morale
- Priorities
 - i. Compensation
 - ii. Recognition of Staff
 - iii. Staff Development
- Ideas/Concerns
 - i. Transparency
 - ii. Informal gatherings with Admins
 - iii. Department Leadership

Actionable Items:

- Safety on Campus
- Compensation
- Job Evaluation
- Recruitment/Retention
- Staff Handbook
- Increase Staff Morale
 - Advocate for compensation
 - Recognition
 - Staff Senate Newsletter
 - Work Anniversaries
 - New Hire Announcements
 - Pawsitively the Best
- Beautification of Interior
 - Dr. Hodson, Bryan Goodwin, and Department Heads are touring all interior buildings and grading all items. They have a 3-year plan to address all issues with the interior areas on campus.
- Mental Wellness
 - Breaking the daily grind. Come up with some ideas.
 - Wellness Committee
- Facility Updates getting to staff
- Time-off



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- Encourage use of time off. This will help with well-being. If you have issues getting time off approved, reach out to HR.
- Community Discounts: President Brownfield will work with URM to make sure website is up to date for all discounts being offered to MSSU personnel as well as reach out to other businesses around town for additional.
- Get involved. Executive Committee tasked with looking for list of current university committees' staff can join.

2. Community Service Committee (Bradley/Hamilton)

Committee has not met, no report.

3. Elections Committee (Case/Gammill)

Service Champ Awards for the second quarter were presented at the beginning of the regular meeting. There were 14 staff members nominated. Winners were Lonnie Hulette, Kelly Desmond, and Leona Belk. Presentation of awards was completed by Senators Case and Gammill.

4. Executive Committee (Brownfield)

Executive Committee met with PC right before University Council. Discussion over staff welfare survey. President and President-Elect from both Staff Senate and Faculty Senate will be meeting with PC

5. Governance Committee (Gammill)

Committee met to discuss Bylaws review game plan. They are all currently reading and reviewing the bylaws to look for items needing updated. Staff Senate encouraged to read them as well and send any comments to the committee.

6. Staff Welfare Committee (Hughes)

Committee has multiple times. They are looking at other Missouri State schools to see how they are set up. Looking at increases in budget, required evaluations Committee is also looking at sending a compensation survey out in September/October. Send any suggestions to Alicia.

Campus Committee Reports

President Brownfield called for committee reports.

1. University Council (Brownfield)

Committee has not met, no report.



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2. **Faculty Information Technology Committee (Belk)**

Committee has not met, no report.

3. **Insurance Committee (Killingsworth)**

Committee has not met, no report.

4. **Shared Sick Leave Committee (Curtis)**

Committee has not met, no report.

5. **Diversity Committee (Beasley)**

Committee has not met, no report.

6. **Empowering U Committee (Christiansen)**

Committee has not met, no report.

7. **Board of Governors**

Committee has not met, no report.

8. **Strategic Planning Task Force (Reynolds)**

Committee has not met, no report.

Unfinished Business

President Brownfield asked for any unfinished business. No unfinished business was presented.

New Business

President Brownfield asked for any new business.

- Microsoft Teams Channels. All have been created for committees. Be sure to check to make sure you are on the appropriate channels. There is a general channel for all Staff.
- Need a Co-Chair for the Community Service Committee. Christina Hamilton volunteered herself.

Comments and Announcements/Guests Input

- Teresa Shufflin, Guest: As the former representative for Staff Senate on the Insurance Committee, cost changes are coming. They were announced in May. Get with HR for the new information. Ms. Linda Eis stated that they are not going to wait until October to



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release this information to staff. They hope to have it out in September. The carrier is changing. Open enrollment will be the last 2 weeks of October.

- Physical Plant: Currently only 7 guys covering 1.5 million square feet of campus. Chillers are on backorder. Some as long as 52 weeks out. They ask the campus to please be patient with them. They are doing the best they can with limitations outside of their control. Senator Killingsworth added that some of the infrastructure is 40-50 years old making the finding of parts harder and harder. Senator Brown asked for better communication to campus regarding the issues and delays.
- Senator Hughes stated that we all need to be kind, understanding, and give grace.
- Senator Beasley is looking for signups for the Welcome Back team.
- President Brownfield reminded members of the Community Day and Southern Welcome events as well.

Adjournment: The meeting was adjourned at 10:10 am.

Next Meeting: 9 a.m. Wednesday, September 14, 2022, in BSC 310.

Submitted by Leona Belk