



Meeting Date: September 1, 2016

Presiding Officer: Chair Ryan Wilson

The Staff Senate held the September session on Thursday, September 1, 2016, in PSU 313. Chair Ryan Wilson called the session to order at 11:00 a.m.

Substitutes: Sheila Cook for Jeremy Wright, JF 1; and Mike Foster for Beth Hurst, Faculty Senate Rep.

Absences: Adja Jones, JF 4; Jeremy Wright, JF 1; Charles Schoneboom, JF 2; and Priscilla Childress, JF 4.

Guests: Mandi Muse, CRM; Spencer J. Orr; and M. Woolsey, Assessment.

APPROVAL OF MINUTES

The August minutes were approved as posted.

ANNOUNCEMENTS

- Bearfest Village will be held today from 3 p.m. to 6 p.m.
- Taylor Health Center moving to the Monroe in September.
- HRA assessment will be available soon. More information to come soon.

CHAIR REPORT – RYAN WILSON

Staff Senate Executive Board meeting with the President: there will be information to come on insurance requirements when driving university vehicles—currently personal insurance is required to cover non-university business.

Vacation time for returning employees starts over with accrual if you have left the university and return. This applies to non-exempt employees. This policy may be revised.

Those employees whose status is affected by FLSA will be contacted by letter.

Chair thanked Will Hader, new parliamentarian, and Peggy Jones, new senator, for joining Senate.

CHAIR ELECT REPORT – ROB MOORE

Financial update—

Operating Account

Current:

8,830.

Pending:

2,875. Bearfest Village

1,200. Bearfest Food

550. Event Meeting Services

1,100. Food Services

3,105. Anticipated Remaining

450. Polo Request

2,655 If Request Approved

Non-Operating Account

Current:

-451.

(Note: the balance should be 209.51—Rob seeking clarification)

Foundation Account

Current:

7,630.58

PAST CHAIR REPORT – CHRISTINA BOWLES

FFRC Membership Update: reminder that it is a student funded facility and we have the option of paying for a membership, 18. per month and it is deductible. Looking into the possibility of a free membership—funded through either noncredit fee waiver or wellness bucks. Adam Coffman on SGA has a committee looking into this possibility.

Secretary Report – Sandy Johnson

No report.

DIRECTOR OF STAFF RELATIONS – BRIAN EDMOND

There will be a new standing committee formed for the My Ideas Committee. They will consider the current ideas submitted through the website. Committee will research the submissions and consider the feasibility. Brian invited senators to join the committee. Senators may switch committees if there is more interest in one committee over another, just email Brian.

Please have an agenda for your committee meetings and submit your meeting report to Brian Edmond or Sandy Johnson

Standing Committee Reports

Administrative Professionals Forum Committee—Office 365 Fall Forum Workshop being planned. Report attached.

Public Affairs Committee (Christina Bowles)—Adopt a Street will be September 9th over the noon hour with lunch afterwards. Signup sheet available. Meeting at the Burger King parking lot.

Meals a Million will be held October 1 and 2. Christina will be putting together a Staff Senate group—after a vote, Saturday was the preferred day.

Scholarship Committee—(no chair yet) – Addie Douglas – planning crowd funding, McCallisters, beads for homecoming, and concessions. Administrative professionals luncheon benefits the scholarship committee. Workshop on crowdfunding, October 20 on campus with two sessions available in PSU 313.

Staff Activities Committee (Laura Whitmire, Adja Jones) —Bearfest Village with a special thanks to committee members. Results of activities vote: discount list, sporting events. Planning winter basketball and family picnic. The Senate voted to have a family picnic for both football in the fall and baseball in the spring. Chair asked committee to create a funds request for the specific activities. Also reported that Staff Senate has a Sams Club account and an Enterprise account.

Staff Relations Committee (Brian Edmond) —the meeting will be next week. Check out the updated Staff Senate website. www.missouristate.edu/staffsenate The social media group is making an effort to promote Senate on Facebook and Twitter.

Ad Hoc Committee Reports

Denim Day Committee (Kelly Bridges) —will be meeting this afternoon.

Staff Excellence in Service Awards Committee (Will Hader)—Nominations opening November 1st.

Staff Senate Representative Reports

Administrative Budget Committee (Rob Moore – 2017 term) —none

Executive Budget Committee (Ryan Wilson – 2017 term) —none

Faculty Senate (Christina Bowles – 2017 term) —next meeting is September 8.

Public Arts Committee (Kelly Bridges – 2017 term) —none

Shared Leave Committee (Will Hader – 2018 term, Jon Lee -2018 term, Peggy Jones – 2017 term) —Shared Leave Pool Marketing. Elected a chair, Brad Bodenhausen. Will Hader elected vice chair. Distributed shared leave marketing pool Resolution, attached to minutes, and will be considered in the next Staff Senate session.

GB 2016-2017-04

Sustainability Commission (Jon Lee – 2017 term) —not yet met. It is an SGA organization. More info to come.

IT Council (Rob Moore – 2018 term) —none

Wyrick Commission - none

Staff Senate Workgroups

Bylaws Workgroup (Ryan Wilson) – have done two updates to the Bylaws. Will report later in the year.

OLD BUSINESS

Staff Senate Polos Funds Request—Will Hader reported: 500 instead of 450 on the Resolution (not to exceed 500). The Resolution subsidizes \$13. on every polo so that everyone has an opportunity to purchase a polo. Sue Camp made a motion to approve the Resolution. The motion passed. An email will be sent with instructions on paying for the shirts.

FB 2016-2017-03

Denim Day shirts Funds Request – Kelly Bridges – asking for 1000. To purchase 150 shirts. Plan to ask 10. per shirt. Cost will be 6.50 each. 100 shirts must be sold to break even. The Senate discussed. The chair called the question. Will Hader made a motion to approve 1000. for Denim Day t-shirts. The motion was approved.

New Business

Commendations were presented for Clif Smart and Matt Morris. Jon Lee made a motion to accept the commendations considering pending stylistic revisions. The motion passed unanimously.

GB 2016-2017-02

GB 2016-2017-03

ADJOURNMENT

Chair Wilson adjourned the meeting at 12:01 p.m.

The October session will be held on Thursday, October 3, 2016, at 11 a.m. in PSU 313.

GB 2016-2017-04: Shared Leave Pool Marketing Plan

Authored by: Will Hader

Sponsored by: Will Hader

September 1st 2016

WHEREAS Staff Senate of Missouri State University is the official representative body of staff; and

RECOGNIZING that the Shared Leave Pool was a Staff Senate initiative that provides a great resource for staff members; and

UNDERSTANDING that the Shared Leave Pool is an expanded benefit for staff members that provides a safety net for eligible employees who have contributed to the pool; and

ACKNOWLEDGING that despite the benefit the Shared Leave Pool provides, less than 27% of staff has taken part in contributing to the pool; and

REALIZING that there is a large percentage of staff that are not aware of this benefit or do not understand how it works; and

NOTING that improvements to advertising and marketing of the Shared Leave Pool should be taken up by Staff Senate; therefore

BE IT RESOLVED that Staff Senate of Missouri State University craft a marketing plan to increase awareness of the Shared Leave Pool, its benefits, and how one can contribute and become eligible.

FB 2016-2017-03: Funding for Staff Senate Polos

Authored by: Will Hader

Sponsored by: Rob Moore

Adopted by Staff Senate September 1, 2016

WHEREAS Staff Senate of Missouri State University is the official representative body of staff; and

WHEREAS Staff Senate receives yearly funding for programing, events, and supplies to support its mission and initiatives; and

WHEREAS procedures have been put in to place to ensure fiscal stewardship and oversight of those funds; and

WHEREAS any funding requests exceeding 100 dollars or more be put to a vote of Senators; and

RECOGNIZING that it has been a custom of Staff Senate to provide funding to subsidize or cover the cost of polos for new staff senators in order to improve visibility of staff senators; therefore

BE IT RESOLVED that funds not to exceed 500 dollars be allocated to subsidize the cost of Staff Senate polos for members. Realizing that subsidizing of costs will lower the price of polos for Senators to twenty dollars each; and

BE IT FURTHER RESOLVED that this action supersedes the previous action for funding of polos.

GB 2016-2017-02: Commendation for President Smart
Authored by: Will Hader
Sponsored by: Ryan Wilson
Adopted by Staff Senate September 1, 2016

WHEREAS Staff Senate of Missouri State University is the official representative body of staff; and

UNDERSTANDING that over the last year great efforts have been taken on behalf of university administrators to address staff concerns, issues, and facilitate staff needs; and

RECOGNIZING that President Clif Smart has been a champion of these concerns and has gone to great effort to improve staff standing at the university; and

UNDERSTANDING that in President Smart's time staff have received annual raises and access to merit raises for exceeding performance standards; and

NOTING that as President, he created a taskforce to look into expansion of employee benefits, from which a marked expansion of the Shared Leave Pool coverage and utilization was made; and

ACKNOWLEDGING that President Smart, in conjunction with Administrative Council, recently allowed for early closure of university offices for university staff to attend BearFest Village tailgating and the first Bears football game of the season; therefore

BE IT RESOLVED that Staff Senate of Missouri State University would like to formally thank President Smart for his contributions in providing a successful work environment for staff, as well as, hearing and addressing staff concerns.

GB 2016-2017-03: Commendation for Vice President Morris

Authored by: Will Hader

Sponsored by: Ryan Wilson

Adopted by Staff Senate September 1, 2016

WHEREAS Staff Senate of Missouri State University is the official representative body of staff; and

UNDERSTANDING that over the last year great efforts have been taken on behalf of university administrators to address staff concerns, issues, and facilitate staff needs; and

RECOGNIZING that Vice President Matthew Morris has gone to great lengths to assist Staff Senate in being heard on campus; and

NOTING, that Vice President Morris serves as the advisor to Staff Senate, in addition to his other duties; and

ACKNOWLEDGING that in that capacity he and President Smart have brought many staff concerns before Administrative Council; and

REALIZING Vice President Morris was actively involved in the expansion of the Shared Leave Pool, addressing staff concerns about policy changes and providing early release of staff to attend BearFest Village; therefore

BE IT RESOLVED that Staff Senate of Missouri State University would like to formally thank Vice President Matthew Morris for his contributions in providing a successful work environment for staff, as well as hearing and addressing staff concerns.