



Meeting Date: October 6, 2016

Presiding Officer: Chair Ryan Wilson

The Staff Senate held the October session on Thursday, October 6, 2016, in PSU 313. Chair Ryan Wilson called the session to order at 11:00 a.m.

Substitutes: Tara Benson for Laura Whitmire, JF 4; Britni Turner for Jeremy Wright, JF 1; and Brian Henry for Daniel Edwards, JF 2.

Absences: Christina Bowles, Past Chair; Charles Schoneboom, JF 2; Michael Murphy, JF 3; Philip, Bridges, JF 4; and Kelsie Young, JF 4.

Guests: Michel Bampoe, HR; Jenay Lamy, Green Dot; Mandi Muse, CRM; and Megan Cope, COB.

Jenay Lamy presented an overview of Missouri State Green Dot through the Title XI Office, CARR 205. Green Dot is a bystander intervention program that provides education and awareness to prevent acts of power-based personal violence. Visit missouristate.edu/greendot.

Michel Bampoe, assistant director for benefits, presented some updates. We are in the season of open enrollment for 2017 benefits. October 3 – December 1. HRA also runs October 3 – Dec. 1. The Benefits Fair will combine with the Wise and Well Fair and be held October 18, 11 a.m. to 4 p.m. at the Foster Recreation Courts. We will be switching from EyeMed to VSP (more expanded network and discounts, lower rates). Sigma Life Insurance is offering full enrollment on open enrollment this year.

APPROVAL OF MINUTES

The September minutes were approved as posted. Senator Williams moved.

ANNOUNCEMENTS

None

CHAIR REPORT – RYAN WILSON

Staff Senate Executive Board meeting with the President: 1-Returning nonexempt employees will be reinstated with vacation accrual time (will be voted at October BOG) 2-FLSA has been announced including the new class of employee, professional non-exempt. 3-184 employees

were moved from exempt to nonexempt and 66 received raises. 4-Oct 18 panel for Q&A offered through the Bear Network. Everyone is invited. Contact Rob Moore for more info. 5-Exit surveys are now being reviewed to examine trends and statistics. More info to come. 6-We are working with the space committee to obtain a centralized meeting space. The committee meets today. More info to come.

Faculty Senate report: The Faculty Senate rep will be delivering reports in the future.

CHAIR ELECT REPORT – ROB MOORE

Financial update—

Operating Account

Current:

9,136.95

Non-Operating Account

Current:

-451.

(funds being processed for an update)

Foundation Account

Current:

7,400.58

PAST CHAIR REPORT – CHRISTINA BOWLES

No report.

Secretary Report – Sandy Johnson

No report.

DIRECTOR OF STAFF RELATIONS – BRIAN EDMOND

Looking for more members for the Scholarship Committee. Please submit your consent agendas to Sandy Johnson.

Standing Committee Reports

Administrative Professionals Forum Committee—Office 365 Fundamentals for Admins being held in Cheek 100 on October 11 and 12, 11:30-1:30. February forum will feature Isaac Balasaundram from Procurement.

My Ideas Committee – no report.

Public Affairs Committee (Christina Bowles)—no report.

Scholarship Committee (no chair yet) – Addie Douglas – no report.

Staff Activities Committee (Laura Whitmire, Adja Jones) —October 22 pumpkin patch fall event (Rutledge Wilson farm); picnic planning in late May; 11-2 tailgate on Saturday.

Staff Relations Committee (Brian Edmond) —now have an Instagram account for Staff Senate; please share/like/join the social media platforms: Facebook, Twitter, Instagram; will be new giveaways for new staff attending Staff Senate and a thank you to Chartwells.

Ad Hoc Committee Reports

Denim Day Committee (Kelly Bridges) —Have earned around 1800 from luncheon and t-shirt sales; profit of 75. from cake silent auction; pink ribbon tree is now up. Kelly thanked the following people for their help with Denim Day.

Staff Senators who helped to staff the Denim Days table:
Sue Camp
Priscilla Childress
Shelly Deckard
Galen Martin
Julie Williams

For promoting the events on social media:
Sue Camp

Committee members:
Shelly Deckard
SuzAnn Ferguson
Diana Garland
Lisa Gibson
Susan Martindale
Teri Trickey

For getting the information on the website:
Lacy John
Jeremy Wright

Staff Excellence in Service Awards Committee (Will Hader)—no report.

Staff Senate Representative Reports

Administrative Budget Committee (Rob Moore – 2017) —none

Executive Budget Committee (Ryan Wilson – 2017) —none

Faculty Senate (Christina Bowles – 2017) —none.

Public Arts Committee (Kelly Bridges – 2017) —none

Shared Leave Committee (Will Hader – 2018, Jon Lee -2018, Peggy Jones – 2017) —none

Sustainability Commission (Jon Lee – 2017) —none

IT Council (Rob Moore – 2018 term) —Chair Wilson filling in for Rob on committee and reported staff members who teach—pushing to allow administrators to black board

courses without faculty member approval. Computer Services working on getting student accounts DLs.

Wyrick Commission - none

Staff Senate Workgroups

Bylaws Workgroup (Ryan Wilson) – Senator Hader working on a draft which will be presented soon.

OLD BUSINESS

Staff Senate Polos—have been ordered.

New Business

None.

ADJOURNMENT

Senator Brower made a motion to adjourn the meeting at 11:55 a.m.

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

Staff Senate – BearFest Village Tailgate – September 30, 2016

1. Welcome
2. Partnership with Student Affairs – Galen Martin & Lauren Easter
 - a. The partnership between Staff Senate and Student Affairs is great for everyone involved.
 - b. Student Affairs will purchase food for the October 8th tailgate. It is being catered so no one has to worry about cooking the whole time. Student Affairs will be providing chili with all the fixings, tea and water. Staff Senate will bring the left over chips and sodas from the September 1st tailgate. We do not have to feed students.
 - c. Student affairs will provide a giveaway for everyone.
 - d. Staff Senate has gathered prizes (will need raffle tickets) for the tailgates. A listing of prizes will be distributed on Monday when A'dja Jones is back. Shawn Brower is also getting prizes from Casey Hunt and will give us an update when he has those.
3. Partnership with Mothers Brewery
 - a. At the October 15th game (Homecoming), Mother's Brewery will be providing beer for the remaining home games.
 - b. People entering the tent will be checked for Staff ID. At the back of the tent, Mother's employees will be checking driver's license and pouring the beer. Students must not get any alcohol from the tent.
4. Marketing
 - a. Will's team will be redoing the flyer to meet specifications in accordance with policy.
 - b. Rowena Stone in the President's Office will print the flyers out and Priscilla will get them distributed to buildings around campus.
 - c. Social Media – members of committee can share on their personal social media letting their friends that are staff at MSU about the tailgate.
 - d. An email will be sent to all staff members about the tailgate.
 - e. Ryan is going to have another banner made and we will have a temporary banner for October 8th. Will recommended a printer in the Library that can print a large item such as the banner (sorry, I can't remember the name of the printer).
5. Miscellaneous
 - a. October 8th tailgate starts at 11 am -2 pm.

In attendance:

Ryan Wilson

Shawn Brower

Will Hader

Galen Martin

Priscilla Childress

Lauren Easter representing Student Affairs.

Staff Senate *Public Affairs Committee*

Meeting Minutes

Date and Time: 9-7-16, 11:00 AM

Location: PSU 310

Members (attendees marked with an “x”):

X	Christina Bowles
X	Ryan Reed
	Phil Bridges
X	Shelly Deckard
	A’dja Jones
	Kelsie Young
	Laura Whitmire

Agenda

- Chair
 - Committee decided to stay with Christina Bowles as chair.
- Adopt a Street, Friday, September 9, 12:00 PM
 - Will want to schedule another probably in December
- Meals a Million, October 1, 2016, 9:00 AM to 7:00 PM (2-hour slot)
 - Christina has secured 10 spots from 9:00-11:00 AM on Saturday, October 1. She will personally invite Clif, Gail, Matt, and Ryan to package food with us.
- Holiday drive
 - Isabel’s House, Diaper Bank, Rare Breed
 - Worked with Karen Foster last year
 - Ryan Reed suggested creating a sub-committee to work on this endeavor including someone from Faculty Senate and someone from SGA. Ryan Reed agreed to serve on this subcommittee. Each group could take a different philanthropy. SGA—Rare Breed, Staff Senate—Isabel’s House, Faculty Senate—Diaper Bank
- Ways to incorporate other pillars of Public Affairs Mission?
 - International Banquet
 - This event is in mid-November. We discussed reservations for a table for Staff Senate, and senators could bring families, etc.
- Other items:
 - Talk to Brian about meeting times—Christina will schedule an October meeting

Staff Senate – BearFest Village Tailgate – September 1, 2016

Meeting held on August 23rd at 2pm in PSU 416

Welcome

Discussion of food and door prizes

Options for food

- 1) Dan Edwards will bring his grill to cook hot dogs. He will deliver the grill.
- 2) The decision is we will serve hot dogs, chips, cookies. Supplies needed are: hotdogs, cookies, chips, bottled water, plastic glasses, napkins, plates, mustard, ketchup, relish, a few liters of soda and ice (see highlighted note below).

Christina and A'dja will purchase the food and be reimbursed.

- 1) The conversation came up about how many hotdogs we would need. There was no consensus on the number. The discussion is ongoing. Will mentioned 2-3 boxes of 80 hot dogs.
- 2) Priscilla is checking with Isaac to see if there is a contract with Price Cutter that would allow us to purchase the food and it be charged back to our account.
- 3) Galen offered the FRC as a place to store the hotdogs, supplies. He also offered a cart to transport the supplies and ice for the ice chest to take to the tent. He has ice chests we can use.

Options for door prizes

- 1) Shawn is waiting on word about the door prizes. He has some shirts from Coach Stec.
- 2) We will give out tickets to the people that come to the tent for door prizes. They must be present to win.

Invite to MSU staff

Priscilla is working on a flyer to post around campus.

Everyone talk up the event, invite co-workers.

Miscellaneous

Ryan updated us on staff being given time off to go to the Tailgate.

- 1) All staff members except the ones deemed essential will get off at 4pm so they can attend the Tailgate or they can go home. Their Choice.
- 2) For staff that fills out a time sheet, they will add 4-5pm as MSU Closed.
- 3) People that want to start tailgating at 3pm can take an hour vacation.

September 1st tailgate starts at 3pm and goes to 6pm.

Priscilla will check with Rob Moore to see if he still has the banner for Staff Senate.

Priscilla will be at set-up of the tailgate. Whoever else can help is invited to be there.

Denim Days Committee

Agenda

9/1/16

2:00 pm

Members present: Kelly Bridges, Shelly Deckard, Diana Garland, Susan Martindale

Members absent: SuzAnn Ferguson, Lisa Gibson, Teri Trickey,

1. T-shirts – Diana

Staff Senate approved us spending \$1,000. Because the bid is older than 30 days, Diana will get new bid. She will add MSU logo under a smaller ribbon. She will get it approved by Legal Counsel before ordering. We will sell them for \$10 and they will be available to sell at the luncheon.

2. Building reps – Susan

Susan did not have much success with building coordinators or list of survivors. Kelly will send link to departmental admins. We will do collections one week earlier than in past years (September 26-30) so that anyone who wishes to purchase a card can have that displayed the week of Denim Day on a tree in the PSU. Pins will also be for sale. The cards and the pins will cost \$5. We will send out collection packets the week of September 19-23.

3. Cards and Ribbons – Kelly

Kelly will design cards for purchase and make ribbons to decorate the tree

4. Tree/table in PSU – Teri

Table will be in PSU October 3-5 from 11-1. Kelly will prepare schedule and send email to Staff Senate for volunteers. Kelly will ask Teri if she plans to decorate it; if not, we will need someone to do that. Cards and pins will be available for purchase.

5. Mammogram bus – Kelly

Dates on campus: 10/1 and 10/31

6. Picture of survivors – Diana

Diana will arrange for a picture to be taken in front of the tree during the luncheon and for pictures to be taken of the luncheon to use on the bulletin board.

7. Packets for Coordinators – Kelly

As soon as Susan gets a list of coordinators, Kelly will get the packets together. Shelly will help deliver. Diana and Susan may be able to help as well.

8. Flyer – Teri (GA Jeremy)

9. Bulletin Board – Shelly

Shelly updated the board with last year's picture and will update again when the flyer is available.

10. Volunteers – for helping out at lunch – Denise Baumann or Teri may have list

Kelly will email Denise/Teri to ask about the list and will see if Teri would email them.

11. Staff Senate webpage – to include picture of survivors, info about shirts, mammogram bus and luncheon

Diana will send Kelly picture from last year. Kelly will see about getting all the information onto the webpage.

12. Inside Missouri State – Kelly

Sent Ryan DeBoef a request to have it included in Clif's Notes on October 4; Ryan agreed.

13. Pink sidewalk chalk – need volunteers

Kelly will talk to Alex Johnson to get volunteers; Susan offered to help coordinate

14. Other

Staff Senate Staff Relations Committee Consent Agenda for 6 October 2016

Items Requiring Senate Action

- * None

Items of Interest

- * Please check out the updated web site.
- * Please forward, share, like, join, follow, etc., all Staff Senate social media campaigns (Facebook, Twitter, Instagram) and ask your own friends to do the same.
- * Keep social media in mind when you are at events by taking photos and getting them to the Staff Senate mailbox in a timely manner.
- * New promotional giveaways for campus services are available to all new staff who attend a Staff Senate meeting. Alternately, new staff can visit Senator Williams in her office to get the giveaways.

Next Meeting

- * 1 November 2016, 11am, PSU 309

Meeting(s)

Date and Time: 6 September 2016 11:00am

Location: PSU 309

Members (attendees marked with an "x"):

X Brian Edmond (Chair)

X Kelly Bridges

X Brenda Stewart

Julia Williams

Sue Camp

X Lacy John

Jeremy Wright

Peng Zhang

X Jon Lee

Agenda

- * Web site update (Senator Wright)
- * Social media update (Senator Camp)
- * Welcome email (Senator Edmond)
- * Good of the order
- * Next meeting: 4 October 2016, 11am, PSU 309

Minutes

- * Web Site

o Executive committee listed but roster is not. Senator John will add roster and committee memberships to the web site.

o Senator Bridges noted that a lot of historical information is on the web site, and the committee reaffirmed that more information will be migrated in the near future.

o Senator Edmond reiterated that the primary goals of the web site update were threefold:

- * Place for meeting agenda and minutes

- * Senate roster, including executive committee
- * Committee membership
 - o Other updates would follow.
- * Social Media
 - o Facebook and Twitter accounts exist for Staff Senate and are being used.
 - o All senators are encouraged to take photos at Staff Senate events to be used in social media posts.
 - o Senator John asked about the legality of using photos of students and others in social media posts. Senator Camp (not present for the meeting) will provide clarification and guidance.
- * Welcome Email
 - o This email will be sent to all staff members at the beginning of each Staff Senate session (in August or September) and thereafter to all new employees represented by Staff Senate. The email will be specific to job family as it will contain senators from each job family.
 - o Senator Bridges will provide a template of a letter she uses for new employees.
 - o Senator Edmond will review and add information as appropriate.
 - o Sections of the email:
 - * Welcome to MSU (for new employees only).
 - * Introduction to Staff Senate.
 - * List of senators for job family.
 - * Invitation to Staff Senate meetings, committee meetings, including a link to the Staff Senate web site, committee memberships, and Staff Senate events calendar.
 - * Information about important initiatives (e.g., the shared leave pool).
 - * Other hot topics.
 - * Good of the Order
 - o Senator Lee suggested a “Listening Tour” in which senators would hold open discussions over lunch or some other casual setting to encourage staff to bring issues forward to Staff Senate. He will flesh out the idea and propose a plan.
 - o Senator John asked for guidelines about confidentiality when University staff report issues anonymously. The committee agreed that safety or legal issues must be reported up, but nobody was clear on exactly where the boundaries could be found.

Date and Time: 4 October 2016 11:00am

Location: PSU 309

Members (attendees marked with an “x”):

X Brian Edmond (Chair)

Kelly Bridges

Brenda Stewart

X Julia Williams

X Sue Camp

X Lacy John

Jeremy Wright

X Peng Zhang

X Jon Lee

Agenda

- * Web site update (Senator Wright)
- * Social media update (Senator Camp)
- * Welcome email (Senator Edmond)
- * Staff discounts (Senator Williams)
- * Good of the order
- * Next meeting: 1 November 2016, 11am, PSU 309

Minutes

- * Web site update
 - o Web site is current with the roster and committee memberships.
 - o All news items should be sent to the Staff Senate mailbox. Those in charge of that should forward the email to Senators Wright, John, and Camp for inclusion in the appropriate blogs, web page updates, and social media postings.
 - o Please allow 2 weeks' notice for additions and updates to the web site.
 - o Senators Edmond, Wright, and John will convene to determine which sections of the old web site will eventually be migrated to the new web site and how to best archive the remainder.
 - o Please send ideas, suggestions, etc., for the web site to the Staff Senate mailbox.
 - * Social media update
 - o Everyone should send like and share requests to your friends for our social media campaign.
 - o We have an Instagram account: @MSUStaffSenate.
 - o
 - * Welcome email
 - o Senator Edmond is seeking help to develop this letter and start getting it sent out to all new employees.
 - * Staff discounts
 - o Senator Williams gathered several free promotional items to give to new employees at Staff Senate meetings:
 - * Starbuck's refillable coffee cup;
 - * Bookstore coupon for 25% off of any purchase;
 - * Recreation center one-day pass;
 - * Buy one, get one free purchase at any dining center (Blair-Shannon, Garst, or Kentwood).
 - o Senator Williams will also create a business-sized card to include information about Staff Senate, including the web site URL and social media information.
 - o New employees can collect the benefits at any Staff Senate meeting and can also contact Senator Williams directly.
 - o Senator Williams will continue to hunt for other similar promotional giveaways for inclusion in the package.
-