



Missouri S&T Staff Council

Wednesday June 8, 2011

10 - 11:30 a.m.

Havener Center - Silver and Gold

Minutes

Members Present: Marilyn Lickliger, Stephanie Fann, Stacy Jones, Michelle Vannatta, Beverly Pogue, Lucretia Eaton, Barbara Schubring, Melissa Hutton, Bob Phelan

Members Absent: Melpo Mankin, Shawn Wright, Deena Aaron, Bridgette Betz, Jesse Singleton, Mary Haug, Johnny Wright

Opening: The meeting was called to order by Stacy Jones at 10 am. The meeting was held in the Havener Center in Silver and Gold.

Treasurer's Report:

General Operating: \$12,583.16

Special Events: \$2,712.01

Development: \$2,830.05

Treasurer's Report was approved

Old Business:

- a. Blood Drive – Blood Drive will be held June 29 and 30. Marilyn will send out an e-mail requesting volunteers

New Business:

- a. Staff Council Web Page - discussion was held about the Staff Council web page being outdated. Stacy will discuss with Cheryl McKay. Lucretia volunteered to work with Cheryl to get it updated so at the beginning of the new term it would be ready to go.
- b. Change to by-laws regarding Vice Chair Position – Suggested change to the by-laws allowing the Vice Chair to serve for a 3rd year within their initial term, allowing the nomination to the Vice Chair slot to be made during the 2nd year of their term then moving on to Chair in the 3rd year. Motion to make the change by Mel Hutton/second by Stephanie Fann. The required quorum of 9 members was available; the vote was unanimously for the change.

Committee Reports:

a. Faculty Senate – Jesse Singleton and Stacy Jones

- **Personnel Committee – Lucretia Eaton**

b. Campus Appearance Committee - Shawn Wright

c. Staff Council Elections – Mary Haug (chair), Barbara Schubring, and Michelle Vannatta

There was some concern about the time frame suggested for return of nominees. Barbara Schubring will contact Mary and suggest that the nomination forms be

returned by June 24. It was mentioned that Brad is holding an ex-officio position. If a position is open in his category, he needs to move into that slot.

- d. **Chancellor's Council – Jesse Singleton and Stacy Jones**
- e. **Charitable Awareness – Marilyn Licklider and Lucretia Eaton**
- f. **Professional Development – Lucretia Eaton**
- g. **Crisis Communications Committee – Bridgette Betz and Bob Phelan**
The Crisis Communications Committee met on May 17 to discuss the communication plan what happened during the shooter on campus incident. There was discussion about how KMST fits into the communication plan and if they need to be a bigger part. It was clear that the definition of "lockdown" was not clear to all faculty and staff. Every department needs to be aware of the Emergency Operating Plan (faculty wish to review the current plan). Every building should have a coordinator who should know when and how to lock the building down. ICE Training availability should be clear to the entire campus. Public relations make sure to post something to the ICE website (displayed instead of main MST page) every 30 minutes, even if it was the same information.
- h. **Parking Committee – Stacy Jones and Mary Haug**
- i. **Intercampus Staff Advisory Council – Jesse Singleton and Stacy Jones**
- j. **Web – Melpo Mankin**
- k. **Welcome Committee –Melissa Hutton**
- l. **Staff Recognition Awards – Bridgette Betz (chair), Mary Haug, and Melissa Hutton (co-chair)**
- m. **Staff Recognition Day Planning – Marilyn Licklider (chair), Michelle Vannatta, Stephanie Fann, Stacy Jones, Deena Aaron, Beverly Pogue and Shawn Wright**

Staff Day 2011 Comments

Everyone agreed that the day was successful with very few complaints With the change in campus leadership – a discussion will need to be held with the interim chancellor regarding the importance of department heads/supervisors supporting staff council members in the preparations for this important event. It takes a lot of man hours to pull this together and without their support staff council will be at a major disadvantage.

Lunch:

Positives -

- 487 attended lunch
- Havener Center was a great location for everything. There was plenty of seating for lunch and everyone could get out of the heat.
- Having 2 people check ID's moved the line along very quickly and controlled the flow through the buffet lines
- We need to be sure we add the Librarians to the list of qualified staff members for lunch. They don't show on the HR lists under staff, they fall under faculty. One of the librarians was turned away this year because her name wasn't on the list. Staff Council members present at the meeting thought they should be qualified as are all other full time staff members

Negatives –

- Only staff members meeting the minimum of 75%/benefit eligible were offered the free lunch. We had a few complaints that all staff members should get the same benefit.
- Members agreed that we'd like to be able to offer everyone a free lunch, the budget just didn't allow us to do that. As the budget is developed for next year's staff day, we'll look at all options
- A couple of complaints were received regarding vegetarian options.
- Though there wasn't a vegetarian main course we did have plenty of other options available – beans, potato casserole, potato salad, lettuce salad, fruit and desserts

Other discussion:

- We needed signs for the root beer floats and popcorn as well as the games
- For door prizes we will continue to discourage anyone other than staff from placing tickets in the door prize boxes
- For raffle tickets – anyone who wants to purchase raffle tickets will be allowed to do so
- If part time staff members don't get the same lunch benefit as full time staff members next year, we talked about communicating with department heads so they understood the situation. This would allow us to suggest that the department might want to cover the cost for those "non-eligible" employees, or, as happened this year, the department head/s may want to pick up the cost of lunch for those employees
- Chartwells – the highlights of the issues are COST, final billing discussion around total numbers vs. predicted numbers, Chartwells staff eating for free, non-responsiveness/slowness of staff to council member's requests or needs.
- We had a couple of complaints about family members/children attending. The comment was made that it was staff day, not family day.

n. Wellness Committee – Lucretia Eaton

Adjournment: The meeting was adjourned at 11:00 am. The next Staff Council Meeting is scheduled for Wednesday July 13, 2011 at 10 am in the Silver & Gold Room at Havener.

Minutes composed by Staff Council Vice Chair Stacy Jones.