

Staff Council Meeting Minutes – January 14, 2015

9:00-10:00 a.m. – Administrative Center – Plaza Room



Attendance (12): Selena Albert, Mary Cleveland, Della Damon, Cyndi Ferguson, Kimberly Johnson, Valorie Moore-Porter, Steve Pankey, Carol Sargent, Ken Simpson, Marilyn Turbush, Gabrielle Tuttle, Alison Troutwine

Absent (15): Yolanda Branch, Amber Daugherty, Natalie Gilkison, Rita Hayes, Lyndsey Magrone, Sarah Major, Leslie Burgess, Jacqui Rodgers, Vanessa Harper, Jacqueline Hawkins, Danita Johnson, , Cathy Slack, Jessica Trahan, Danya Turkmani, Liza Urdang

Guests: Audrey Goodwin, Chancellors Office

Call to Order – Valorie Moore-Porter

December Minutes Approval

- Minutes approved

Treasurer's Report – Della Damon

- A few purchases have been made by some of the committees.

Staff Council Kasey Kudos Winner

- Jaclyn Dwyer (announcement made No presentation at meeting)

Parking & Traffic – setting up meeting dates for the New Year

Faculty Senate – announcement made by Kim Johnson regarding meeting on Jan 13, 2015 discussing Title IX

Committee Chair Updates

- **Advocacy**
 - Rooms reserved at Volker and Hospital Hill
 - Meeting with Anne Spenner this Friday to discuss Topic question for the forum
- **Communications**
 - Co-Chair, Jennifer Tufts, stepping down replacement TBA
 - New section in News Letter regarding Staff Submission, News, art, and various other items the staff would like to present.
- **Events**
 - Planning the next Bake Sale event in March
 - Preparing for Staff Appreciation Lunch 2015
- **Outreach**
 - Next events sign up for the Gillis Center in February
 - Future signups for March event at New House (Domestic Violence Shelter) will be posted in our next News letter
- **Professional Development**
 - Save the date is now on the Newsletter (200 max), request for Staff Council members to share the Save-the date with their co-workers.
 - Theme: iCollaborate: Communicate, Connect, Engage
- **Recognition**
 - No Reps to fill us in on current activities

UM System Wellness Incentive Program had been canceled prior to monthly meeting.

Topic of discussion: Call on a vote to allow Larry Bunce give a presentation regarding the opposing side of the presentation in December, "Death by a Thousand Cuts" all voted NO. Suggested to read the attached article posted on the agenda and allowing staff council reps to decide to pursue further information on their own. Chair asked for suggestions for future speakers. Kim Johnson suggested Curt Crespino, Vice Chancellor for Advancement, to update Staff Council on upcoming events.

**NEXT STAFF COUNCIL MEETING IS ON WEDNESDAY, February 4, 2015
HOSPITAL HILL CAMPUS – THEATRE B LOBBY LEVEL**



Call to Order - Valorie Moore-Porter

January Minutes Approval

- Minutes approved

Treasurer's Report – Della Damon

- Approved

Parking/Traffic – Steve Pankey

- First meeting will be held next week

Faculty Senate – Jacqueline Hawkins

- Review pages 6 – 18 of budget report
- Report includes minutes from the budget sub-committee meetings

ISAC – Valorie Moore-Porter

- Yolanda will attend the ISAC meetings
- Question was asked who speaks on behalf of Staff Council?
- If Staff Council does not know the issues being discussed at the meetings, how can we give input?
- Meeting updates
 - Discussed the Title IX draft at the last meeting
 - Just held elections. New chair and co-chair was elected
 - Discussed events at Rolla and MU
 - Term is January – December
 - Valorie discusses UMKC's Staff Council agenda
 - Meetings are held in the telepresence room on the Volker Campus
 - ISAC has been focused on the Title IX draft
 - Presentation to Staff Council next month
 - Jeff Traiger is the interim coordinator
 - The new director of Affirmative Action will be announced on Monday, February 9
 - Valorie will send minutes to the Executive Board
 - Council needs to be able to give input

Kasey Kudos

- Lydia Dagenais is this month's winner
- Amy Brost will deliver the gift to Lydia

Vice Chair of Membership – Kimberly Johnson

- Currently reviewing the bylaws
 - Role of the VC of membership
 - Nominations/elections process
 - Attendance guidelines
 - Verifying current members
 - Verifying current vacancies
 - Should be an alternate list from last year. Contact alternate upon vacancy
 - Need 4-5 people for the nominating committee
- Contacted Human Resources for current list of number staff per unit/department
 - Bylaws state one representative per 100 staff

- Need to look at changing the bylaws, as a council
- Draft of timeline for nominations shared with the council
 - Motion to amend bylaws during the election/nomination process
 - Valorie – moved; Jacqueline – 2nd
 - Nominations will open on February 23, 2015
 - Nominations will close on March 6, 2015
 - Nominations open for two weeks
 - Elections will be held March 16 – 27
- Campus outreach for nominations
 - Email
 - Chancellor's Forum

General Updates

- Title IX Presentation
 - March meeting
 - Confirmed presenters: Jeff Traiger, Eric Grospitch, Mel Tyler, new Affirmative Action director
- Bloch School ranking
 - Valorie received a call from Chancellor Morton on Friday
 - Article in UMKC Today, "Bloch Ranking Validated"
 - Suggestions
 - Instead of being defensive, have positive stories
 - Waiting for communications to respond
 - Staff Council to write a letter support of the University
 - Post letter to Staff Council website
 - Need more information/details
- Staff Council website
 - Post meeting date and location
 - Steve Pankey will update website
- Staff Council Attendance
 - How do we get more people to attend the meetings?
 - Who tracks membership?
 - According to bylaws, VC of Membership
 - How do you engage the committee chairs?
 - Committee Chairs submit form of activities
 - Are Committee Chairs held accountable to attend meetings?
 - Emailed Vanessa with questions, but never received responses
 - Letter to be updated. Current letter is too abrasive
- Committee Updates
 - Advocacy
 - Received a lot of questions for the forum
 - Chancellor's Forum – February 24
 - Outreach
 - Community Service
 - February 19 – Gillis Center for Children
 - March 21 – Domestic Violence Center. Serve women and children meals
 - Events
 - Shared handout
 - Communication
 - Created handout of events for the Chancellor's Forum
 - Card has a QR code for nominations
 - Add calendar of events to the webpage
 - Add a feedback tab to the webpage

Meeting adjourned.



Attendance (13): Yolanda Branch, Mary Cleveland, Amber Daugherty, Cyndi Ferguson, Jacqueline Hawkins, Kimberly Johnson, Tamica Lige, Steve Pankey, Ken Simpson, Alison Troutwine, Marilyn Turbush, Gabrielle Tuttle, Liza Urdang

Guests (5): Tommie Allison, Lanee Bridewell, Breann Branch, Jacqueline Rodgers, Peggy Ward-Smith

Call to Order & Welcome: Yolanda Branch

February/March Minutes Approval: Steve – approved; Yolanda – accepted

- Yolanda will have March minutes available later in the week.

Treasurer's Report – Della Damon

- Budget has not closed for the month
- Della does not expect additional changes to current report
- \$36,000 + currently in the account
- Della will post the report on the website next week

Parking & Traffic – Steve Pankey

- Steve resigned from position due to workload
- Ken Simpson will be the new Staff Council representative

Faculty Senate – Jacqueline Hawkins

- Steve Pankey invited Peggy Ward-Smith, Chair, Faculty Senate
- Faculty Senate is involved with the Dean evaluations
 - 3 year evaluation
 - Faculty Senate used to do their own evaluations, but they were not sure what was done with the data.
 - Worked in conjunction with the Provost office to be included on the 360 Evaluations
 - Secure and confidential process
 - 15 questions
 - Peggy will share information with Staff Council on how they became engaged
 - 360 Evaluation is only a 315 evaluation because staff in not involved
- Process
 - Faculty submits their feedback
 - Dean meets with faculty prior to Spring Break to discuss
- What about people that do not work in a school/unit?
 - Do they get to evaluate administrators? (Peggy)
 - The answer is no
 - If you get involved, work to get a good response rate
 - Need 30% or more participation or seems as if not really interested in being involved
- Staff Council to collaborate with Faculty Senate

- Peggy advised that Staff Council needs to find initiatives and be active
- Being involved will bring legitimacy to Staff Council
- Staff will feel like they have a voice
- There is a lot that happens on campus that affects faculty and staff
- Title IX initiatives
 - Peggy spent nine months on the committee
- Ombudsman
 - Peggy suggested we submit names of a representative to get started
 - Need to at least ask; if no, see if there is any flexibility
- We need to work together
- Do not complain!
 - Articulate what we want
 - Understand the budget
- Figure out top three needs and move forward
- Steve created a survey in this week's newsletter for staff to share their ideas on the website
- Faculty Senate makes their top three list the end of May
 - Suggested having a joint meeting in May
 - Potentially have a kick-off for all faculty, staff and students
- Staff Council members do not know their Faculty Senate representative
 - Peggy will share the list

ISAC

- Valorie was unable to attend meeting
- Valorie will share meeting minutes from the last meeting on the N:/ drive

Kasey Kudos

- Did not receive any nominations
- No winner this month

Staff Council Operating Procedures

- March 2015 Operating Procedures – Steve – approved; Jacqueline – 2nd
 - Gabby Tuttle opposed
- Operating procedures were heavy on membership
- Add information regarding the executive board duties to the operating procedures
- Operating procedures are available on the N:/ drive
- Need to add to other areas
- As a council, need to look at updating documents of duties
- Need a standing committee for bylaws and operating procedures
 - Members have to be willing to work
- Nomination/Elections committee is listed as an ad hoc committee
 - Should be a standing committee
- Bylaws used to be detailed, but a lot has been stripped over the years
 - Several different versions on the N:/ drive
- Create a proposal for standing committees
 - Steve Pankey, Kimberly Johnson and Jacqueline Hawkins to meet and discuss
 - Jacqueline will schedule a meeting

Staff Council Website

- Steve would like the council to spend time looking at the website

- Currently there is a running blog on the first page
- Word Press format is the most basic form
- Website has a lot more options
- Needs to be pleasing to the eye
- Needs to be easy to maneuver
- Any way to make the website look like the newsletter?
- Look at other UMKC sites
- Need to add images
- Send feedback to Steve Pankey at Pankeys@umkc.edu

Staff Council Elections

- Elections closed on March 27
- 17 new members were notified on Monday
- 7 alternate members
- Chancellor letters have been sent
- School of Biological Sciences (SBS) is not represented
 - Possibly combine with School of Medicine (SOM)
 - SBS only has five (5) staff members
- Unsure of staff who work on campus, but are UM System employees
 - Look at bylaws to make an exception
 - UM System employees are included in the UMKC staff count
- May 6 is the Annual Staff Council meeting
 - State of Staff Council address
 - New member orientation
 - Executive board nominations discussion
- Members will have one week to submit nominations for the Executive Board to the Secretary, Jacqueline Hawkins
- May 13 – Executive Board nominations are due
 - Nominations need to be submitted to Jacqueline Hawkins
 - Secretary will work with Vice Chair of Membership to create a pre-printed ballot for the June 3 meeting
- June 3 meeting
 - Ballot will be used for Executive Board elections
 - Bylaws will be followed
 - Nominees will be contacted for acceptance prior to being added to the ballot
 - June 3 is the first official meeting of new members
 - Executive Board will be elected
 - Committee selections will be made
 - Following the 9:00 – 10:00 meeting, the officer’s transition meeting will be held 10:00 – 11:00
- Encourage holding an officer’s retreat prior to the September meeting
- Always seems rushed to submit budget in September
 - Sign-up for committees in June
 - Have an initial planning meeting prior to September
 - Discuss budget
 - Prepare for September meeting
- Only 3-4 vacancies
- Need commitment from Staff Council members
 - Excessive absences not allowed

Committee Updates

- Advocacy
 - No update
- Outreach
 - Need volunteers for Habitat for Humanity – see website
 - Will have a table at the Staff Picnic
 - Sponsored a child – Word Vision International Child Sponsorship
- Professional Development
 - 84 attendees to date
 - Encourage staff to attend
 - Limited to 200 staff because of funding
 - Review budget in May
 - Conference information is available online
 - Carol Hintz, Vice Chancellor for Human Resources, supports the conference
 - May need volunteers for the conference. Will send an email, if so
- Events
 - Only one vendor has signed up for the picnic
 - Picnic will be held at University Parkway
 - Still figuring out activities
 - Steve Pankey to lend his bean bag toss for the picnic
- Recognition
 - Staff Appreciation breakfast
 - April 22, 7:30 – 9:00 am
 - Administrative Center, Scoffield Hall and School of Medicine
 - Scholarship information to be sent out
 - No one was nominated for Kasey Kudos this month
 - Save the date cards will be shared at the breakfast
- Communications
 - Working on the website