The Staff Senate met Wednesday, April 15, 2009 at 10:00 a.m. in CSC Cheyenne Meeting Room. Members in attendance were Chris Gore, Barbara Merkle, Dottie Westbrook, Lori Case, Doug Collins, Mike Deming, Linda Knox, Chris Stovall, Francis Miller, Ernest Cooper, Joe Mrugalski, Sharon Johnson, Treva Clifton, and Marcus Hill. Guests were Dianne Weakley, Dr. Joey Greenwood, and Dr. Keith Williamson.

Approval of minutes
Barbara Merkle moved to approve the minutes from March 18, 2009 with changes (misspellings, missing attendee, and emeritus status will go through the appropriate channels for approval before going to the Board of Regents). Motion was seconded by Pam Morgan. The minutes were approved.

Special Presentation – Dr. Keith Williamson and Dr. Joey Greenwood
See below for information.
For the tobacco-free campus policy, Pam Morgan moved to accept the policy as presented and Linda Knox seconded. The motion was approved with one abstention. For the Employee Worksite Wellness Program, Linda Knox moved to accept the program as presented and Mike Deming seconded. All were in favor.

Committee Reports
Administrative Council – (Gore) reported on the proposed policy changes, changes in positions for other councils, change to the HSR board, and catalog changes to meet compliance with the HB 3828. The Staff Senate’s proposed change in the Educational Assistance Program for Dependants was approved. The proposed change will go to the Board of Regents for their consideration.

Academic Council – no report

Faculty Senate – no report

Student Affairs Council – (Johnson) Dr. Joey Greenwood and Dr. Keith Williamson made the Tobacco Free and Employee Worksite Wellness presentations. Discussed the concealed handgun bill, change in position for Jeff Ray, and construction on campus. Cindy from the Post Office spoke of an upcoming passport seminar. Also, postage will increase on May 11th. A self defense course may be offered to faculty and staff. A structural engineer will look at placement for the new mustangs statues.

Enrollment Management Council – (Clifton) Dr. Pam Midgett discussed possible servicing to veterans in the area. Discussed that legislation is considered to change resident policies and financial aid for veterans. Darla Inglish presented changed to the summer 2010 schedule.

Board of Regents – no report
Staff Senate Committee Reports

Executive Committee – agenda

Long Range Review and Planning Committee – (Miller) For summer, the committee discussed the possibility of on campus daycare. Pam Morgan stated that the liability insurance makes it prohibitive. Also, a licensed child care provider must be hired and there is an issue with the facilities. There could be a possible partnership with a local daycare to open early and stay late.

Communications Committee – (Mrugalski) The Staff Senate webpage is now live and links are attached to the MSU homepage. The senate would still like to have a group photo added. Chris Gore stated that he has created a Facebook page for MSU staff. He stated that Janus Buss related a link could be added to on the Staff Senate webpage to go to the Facebook page. Joe stated that he would like staff senate t-shirts. Lori Case is looking at this.

Membership Committee – (Clifton) Those on the senate for a one year term will serve through the summer. For the nominations, those that are eligible for election are listed. Chris Gore stated that the webmaster has had no reports of problems. There have been 251 hits from staff members during nominations. The webmaster will see if there is any EEO class who has not nominated. The custodians and grounds are to vote in mass at a computer lab. Dianne Weakley suggested that a nominee’s picture could be in the webpage and a statement for those up for elections.

Bylaws Committee – no report

Staff Senate Scholarship Committee – (Stovall) Discussed that we could put a link on the staff senate webpage to go to the scholarship application. Chris will bring forms for review and approval for the next meeting.

Old Business

Ad Hoc Committee – Staff Emeritus Status – (Merkle) Stated that other universities are interested in our proposal.

Ad Hoc Committee – 4-day work week – (Gore) Staff have been informally polled on their opinion of the 4-day work week. Chris related this issue would be considered by the President’s newly appointed Cost-Effectiveness Committee. This committee will meet Friday, April 17.

New Business

Identity Theft Prevention Program – (Stovall) Juan Sandoval asked the Staff Senate to consider the proposal of this program. This program will bring MSU into compliance with a federal mandate.

Round Robin
Marcus Hill discussed the HB1982 regarding the vicious dog act.
Linda Knox stated the early registration starts April 20. The students can register for Summer I, Summer II, and Fall semesters.

Francis Miller talked about Relay for Life. The radiology department is raising money for the relay. Also, the new band hall is going up and the McCoy building is being dedicated April 28th.

Lori Case stated that we will be moving in to the wellness center next week.

Adjournment
The meeting adjourned at 12:00 noon.

Respectfully submitted,

Dottie Westbrook
Secretary/Treasurer

Tobacco-Free Campus Policy and Worksite Wellness Policy

Smoking/Use of Tobacco Products

A. Context
   a. Midwestern State University wishes to promote a safe, healthy, and pleasant environment for the campus community.
   b. Tobacco use has adverse health effects on users and non-users who share the same space as convincingly documented in the Surgeon General’s report of 2006.
   c. There is no safe exposure level to tobacco, a class A carcinogen.
   d. Bans are more effective than restrictions in terms of decreasing the initiation of tobacco use, promoting cessation, and limiting exposure to tobacco.

B. Policy
   a. Smoking or other tobacco use, tobacco advertising, tobacco sales, and free distribution of tobacco products are prohibited on the Midwestern State University campus.

C. Definitions
   a. Midwestern State University campus
      i. All university owned or leased buildings
      ii. All university owned or leased vehicles
      iii. All public outdoor areas under the jurisdiction of Midwestern State University
   b. Tobacco use includes the possession of any lighted tobacco product, or the use of any oral tobacco product.
   c. Tobacco products are defined as any product consisting in whole or in part of tobacco.
D. Enforcement

a. It is the responsibility of all members of the campus community and campus visitors to observe the provisions of this policy.

b. It is the responsibility of all students, faculty, staff, and campus visitors to uphold the honor of the university by affirming our commitment to this policy.

Employee Worksite Wellness Program

1. Purpose. Establish a Worksite Wellness Program to foster the adoption of a wellness culture in order to promote the benefits of improved health, reduced medical expenses, heightened personal performance, reduced absenteeism, and improved employee satisfaction.

2. Eligibility for Leave-Time. This policy applies to all employees who are eligible to participate in a health benefits program administered under Chapter 1551, Insurance Code.

3. Responsibility. The Department of Recreational Sports/Wellness Center is the office of primary responsibility for the implementation of this policy.

4. Nondiscrimination. Midwestern State University shall comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for selection, appointment, training, promotion, retention, or any other covered personnel action, nor be denied any benefits or participation in any educational programs or activities which it operates, on the grounds of race, religion, color, national origin, sex, disability, age, or veteran status (except where age or sex constitutes a bona fide occupational qualification necessary for proper and efficient administration).

5. General. Chapter 664 of the Government Code acknowledges the benefit of worksite wellness programs to effective state administration and provides that public money spent for these programs serves important public purposes.

a. Section 664.053 describes a worksite wellness program as one that includes:

   (1) education that targets the most costly or prevalent health care claims;

   (2) the dissemination or use of available health risk assessment tools and programs;

   (3) the development of strategies for the promotion of health, nutritional, and fitness-related resources;

   (4) the development and promotion of environmental change strategies that integrate healthy behaviors and physical activity; and
(5) optional incentives to encourage participation in the wellness program.

b. Section 664.004 indicates that a state agency may use available facilities and public funds for health fitness education and activities.

c. Section 664.061 indicates that a state agency may:

(1) allow each eligible employee 30 minutes during normal working hours for exercise three times each week;

(2) allow eligible employees to attend on-site wellness seminars when offered;

(3) award eight hours of additional leave time each year to eligible employees who receive a physical examination and complete an online health risk assessment (HRA) tool;

(4) develop and promote environmental change strategies that integrate healthy behaviors and physical activity; and

(5) provide optional incentives to encourage participation in the wellness program.

6. Eligibility for Participation in Wellness Programs. All Midwestern State University employees are eligible for voluntary participation in the Worksite Wellness Program. Domestic partners may participate in selected activities provided through the program as long as their participation does not preclude participation by an agency employee, and they pay any applicable wellness fees associated with their participation. All persons who intend to participate in a Worksite Wellness Program activity involving physical exertion or exercise are encouraged to complete a Physical Fitness Readiness Questionnaire provided by the Department of Recreational Sports/Wellness Center and consult with a physician before beginning physical activity as needed. The questionnaire is retained by the employee, and will not be reviewed or retained by Midwestern State University. All persons must complete a Release of Liability prior to participation in any Worksite Wellness Program activity. Releases will be kept in a file maintained by the Coordinator of Wellness Programs.

7. Program Content. The Worksite Wellness Program may consist of, but not be limited to, activities that raise awareness, promote lifestyle changes and provide assistance and support to employees participating in the program. Generally, wellness programs target major risk factors for chronic disease and factors that contribute to diminished quality of life. Wellness activities include, but are not limited to:

a. nutritious eating seminars;
b. increasing physical activity;

c. on-site preventative screenings;

d. a tobacco-free campus (see policy 4.163);

d. tobacco cessation assistance;

e. stress reduction initiatives; and,

f. supporting healthy choices such as the prevention/reduction of substance dependency.

8. Program Scheduling. Worksite Wellness Program activities may be scheduled before, during, between, or after normal working hours as deemed appropriate and authorized by the Director of Recreational Sports/Wellness Center.

9. Exercise During Working Hours. Pursuant to Texas Government Code §664.061(1), Midwestern State University grants each eligible employee who participates in a health benefits program administered under Chapter 1551 (Insurance Code) 30 minutes to exercise, three times per week, during normal working hours. Employees are not required to make-up this time or use leave. Exercise time may only be used in 30 minute increments. Exercise time does not accumulate and may not be carried forward for use at another time. Exercise time may be used at any time during the work day, or combined with lunch to give the employee more time for wellness activities. Employees must coordinate with their supervisor and schedule exercise time so that it does not conflict with their job duties or division priorities. Employees must submit a monthly report to their supervisor to document their use of exercise time. The scheduling of exercise time is at the discretion of the supervisor and will ensure that the operations of the department are not impacted.

10. Wellness Leave. Pursuant to Texas Government Code §664.061(3), the agency may award eight hours of additional leave time each 12 month period to eligible employees who participate in a health benefits program administered under Chapter 1551, Insurance Code who receive a physical examination and complete the Health Risk Assessment designated by Midwestern State University. Supporting documentation must be submitted to the Coordinator of Wellness Programs, and include:

a. an affidavit of HRA completion, and

b. documentation certifying physical examination completion.

Wellness Leave must be scheduled in advance with the approval of the employee’s supervisor. Wellness Leave expires if not used within 12 months from the date it is earned, and will not be paid to the employee upon separation from employment.
11. **Injury.** Employees injured by participating in the Worksite Wellness Program are not eligible for workers' compensation benefits unless their participation in the Worksite Wellness Program event was in the course and scope of their job duties and employment.

12. **Funds and Facilities for Wellness Programs.** Midwestern State University may provide funds each fiscal year to supplement health fitness education and activities for employees, or for other costs related to the Worksite Wellness Program. Available facilities may be used for the Worksite Wellness Program, including available conference or meeting rooms, auditoriums and outdoor areas suitable for instruction or fitness activities.

13. **Providers of Instruction.** Providers of instruction or services for the Worksite Wellness Program may include local, state, or federal agencies; hospital or medical care professionals; health educators; nutritionists; dietitians; physiologists; community organizations; consultants; or other individuals or groups with expertise in the particular health or fitness area. Only persons with accepted degrees or certification, or recognized training will be selected as providers of instruction or services. Midwestern State University may contract with qualified providers of instruction and services related to the program.