The Staff Senate met Wednesday, November 9, 2011 at 10:00 a.m. in Room 189 in the Dillard College of Business Administration Building. Members in attendance were Marilyn Brown, Mike Deming, Lori Case, Jeana Brunson, Lucy Davis, Matthew Park, Frances Miller, Ernest Cooper, Juan Ibarra, Dirk Welch, Jolene Welch, Devah Scholl, Patricia Lowry and Peggy Brennan. Jolene Welch, Chair, presided.

Also present was guest speaker, Chief Dan Williams, University Police and Jesika Fisher.

The retake of the group picture of the Staff Senate was taken before the meeting.

The meeting was called to order at 10:05 a.m. by Jolene Welch.

Approval of Minutes:

The minutes of the October 12, 2011 were presented. Patricia Lowry motioned to approve the minutes, Ernest Cooper seconded; the minutes were approved (Closed).

1. Guest Speaker, Chief Dan Williams, University Police

Chief Dan Williams addressed the Staff Senate on campus emergency management. He distributed a Reference Guide made available by the University Police for the campus community titled Managing your Emergencies. Chief Williams informed the Staff Senate that the university is behind on updating the campus emergency management plan. The responsibility of overseeing the updating process of the plan has been shuffled from office to office at the university over the years resulting in a lack of continuity. Chief Williams explained to the senate they are working towards completing the updated plan following the federal government guidelines which is required to apply for any federal funds/grants for emergency management. Eventually, in the future, the hope is to possibly access a grant that would allow the hiring of a full-time person to oversee campus emergency management which may also include risk management, job safety, etc.

Chief Williams informed the members of the senate that if you are currently signed up for the emergency notification system as of January, 2012, you will be wiped out temporarily out of the system. The goal is to start automatically enrolling people in the emergency notification system starting in January. Currently it is an opt-in system, but due to a new state law that went into effect in September 2011 all students and employees must automatically be enrolled into the notification system and you will be given the option to opt-out. In the future, each August/September the system will be cleared out. The notification by state mandate must either go to an email or phone. The plan is to put the notification through email addresses using the individual’s university email addresses. After you are in the system you will be able to go into your account and add your phone number. Chief Williams cautioned that if your telephone carrier does not have premium messaging you may not receive the notification on your phone. Chief Williams further explained to the senate that at this time there is no budget for emergency management. The goal is to eventually acquire a budget and upgrade the campus emergency notification system.
Also, Chief Williams informed the senate of the Behavioral Intervention Team (BIT). The members of this team are Chief Williams, Dail Neely, Dr. Pam Midgett, Dr. Joey Greenwood and are lead by Dr. Keith Lamb. The purpose of the team is to intervene/help any student who may exhibit a change in behavior or exhibit a behavior that is troubling. He requested that anyone coming into contact with a student that may exhibit any signs of troubled behavior should contact the BIT or one of the above named team members. To learn more about the role of the BIT or to file a report regarding a student please go to the following link.

http://students.mwsu.edu/studentaffairs/behavioral.asp?LL=1560

The following questions were asked by a Staff Senate member/guest and were answered by Chief Williams:

- **Question**: If you notice a student that has certain behavior tendencies stops going to class is that reason enough to contact the BIT team? **Answer**: If not the BIT team you should at least contact the Office of the Dean of Students to follow-up on the student’s absence.

- **Question**: In the case of an emergency and you dial 911 from a campus phone does that call go through the University Police? **Answer**: If you call 911 from a campus phone it will go to the University Police and to the City of Wichita Falls 911 emergency line. Nine times out of ten the City emergency office will answer the call. Chief Williams explained that the 911 program is a federal program that we have no control over. An effort is being made to encourage the City 911 office to contact the University Police when a call does come from the campus area. Chief Williams also explained that if the 911 call comes from campus they are experiencing difficulty in identifying what location the call is coming from on campus. This issue is being addressed and hopefully will be resolved. Chief Williams strongly encouraged that if your intent is to contact the University Police to dial the campus Extension 4239.

- **Question**: If you have an emergency in your campus office, such that when contacting the police station you are under duress and cannot relay the specifics of the situation, what code is used when contacting the University Police by telephone requesting immediate help? **Answer**: The code is file 33 or form 33.

- **Question**: In the case of a tornado on campus? **Answer**: Please note that this is covered in the 4.124 Safety Committee; Disaster in the University Policy Manual (http://personnel.mwsu.edu/policy/4-general-university-policies/4.124-disaster.asp). The following safety tips were given: move to an interior room at a lower level, stay away from glass windows and doors, stay out of mechanical rooms located in buildings and do not enter university tunnels.

- **Question**: In the case of a bomb threat, what do you tell students? **Answer**: The proper authorities should be notified as stated in the 4.124 Safety Committee; Disaster policy (see link above). The decision of how and when to notify students will come from only the authorized personnel as stated in the university policy.
Jolene Welch thanked Chief Williams for addressing the Staff Senate. Chief Williams requested that if anyone had any questions or would like more of the brochures of Communicating Your Emergencies to please stop by or call his office. The brochure can also be found at: http://police.mwsu.edu/emergency-brochure.asp?LL=499.

2. Correspondence:
The following suggestions/requests/inquiries were received or remain open by Staff Senate:

a) Suggestion: CPR Training for MSU Employees: Jeana Brunson informed the staff senate on the cost of CPR training for MSU employees ranges from $35 and up per person. After further discussion, it was decided not to pursue the CPR training for employees through the university at this time (closed).

b) Recommendation: Wellness Center Membership for Non-Spouse Family Member: Per the recommendation at the October Staff Senate meeting for the Wellness Center to review the current membership policy, Matthew Park reported he has sent the information to Dr. Joey Greenwood, Dean of University Wellness for his consideration (open).

c) Recommendation: Align the summer 4-Day weeks with the Class Schedule: Jolene Welch reported that the academic calendar is set for this year and the Administrative Council has received the academic calendar for the next two years and they are proposing they stay the same. There was no further discussion and the recommendation has been closed (closed).

d) Suggestion: Faculty Staff Dinner: Jolene Welch addressed the staff senate regarding her participation on the Budget Oversight Committee. She informed the staff senate how the committee sat through hours of budget discussions. She emphasized the fact that Dr. Rogers really pushed not to have people laid off or furloughed from their jobs at the university. Dr. Rogers went to all the university departments and asked for them to look for further ways to reduce their budgets to avoid the layoffs. He addressed the Executive Staff Senate Committee and the Faculty Senate Executive Committee regarding his difficulty of justifying spending $20,000.00 on the Faculty/Staff Dinner after having everyone on campus reduce their budgets. Ms. Welch confirmed with the President’s office that there are no funds available for the dinner. In light of this information, she suggested that pursuit of having the faculty/staff dinner no longer be considered. There were no further discussions/comments and the matter has been closed (closed).

e) Suggestion: Campus Improvements—Mural and Awning: The following suggestions were received through the Staff Senate Suggestion Box: 1.) Awning for over the Registrar’s Office entrance to shield from the heat/rain/snow, etc. 2.) Mural on wall to the left directly inside the hallway to the door leading inside to the Registrar’s office (right before the job postings case for student work). Jolene Welch, per discussion with the Executive Staff Senate Committee, concluded that neither of these suggestions pertains to the purpose/mission of staff senate. Ms. Welch has forwarded the suggestion regarding the awning to Mr. Kyle Owen, Associate Vice
President for Facilities Services. The second suggestion regarding the mural was referred to the art department at the university to see if they were interested in offering to do a mural in the suggested area (closed).

f) **Website Suggestion Box**: Patricia Lowry received an email in the suggestion box commending Peggy Brennan for reporting the Staff Senate minutes in great detail (closed).

3. **Committee Reports:**

   **Staff Senate Committee Reports**

   **Executive Committee**: Met on Tuesday, November 1, 2011, to set agenda for Staff Senate meeting on November 9, 2011.

   **Long Range Review and Planning Committee**: Devah Scholl reported on the Long Range Review and Planning Committee (LRPC) meeting held on October 18.

   **Non-Participating Member**: There was discussion regarding a member of the Staff Senate, who is also assigned to the LRPC, but is not attending meetings or responding to attempted contacts. After further discussion, it was decided that further attempts to contact the member will be made regarding their status of participation.

   **Recommendation to Staff Senate**: Per the Provost’s desire to have representation from areas across campus on the Strategic Planning Committee, the Staff Senate LRPC would like to make the following recommendation: a member from the LRPC be appointed to represent Staff Senate on the Strategic Planning Committee. Ms. Welch will check with the Provost on the status of the Strategic Planning Committee (open).

   **Report on Recognition Program**: Devah Scholl gave the following report on the status of the Recognition Program:

   - Name: You Make a Difference!
   - Need to create a “Box” on the Staff Senate webpage for the program and link to make a nomination.
   - The nomination form could be a survey, using the suggested format below.
   - Survey results directed to the Communication Committee; Nominees will receive an email about the nomination, and it will be sent to the supervisor, too.
     - Nominator will receive acknowledgement by email
   - Nominations will be listed on the Staff Senate website once the nominee agrees to posting.
   - A monthly drawing will be held where all nominees are entered to win an MSU prize pack, containing various donated items from across campus.
   - We need to acknowledge the sponsors (above) on the website and certificates.

   The committee will continue to work with Patricia Lowry, Communication Committee on setting up the program.
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Report on Staff Senate Monthly Workshops: In order to get a better idea of what staff need/want to programs for, and to get to know Staff Senators better, we propose a “Get to Know Your Senators” brown bag luncheon November 11th. We will have an activity to promote socializing and getting to know different people.

The brown bags will be held the Friday following Staff Senate meetings. As such, the following schedule has been proposed and contacts are being made:

- **December 16**: Bring a book to donate to the new Women’s Refuge and learn about what the library’s services are (Ernest Cooper to ask Dr. Clara Latham) – movies, equipment, etc. Info about Imagination Library available too (Devah Scholl to ask United Way)
- **January 13**: New Year – New You! Wellness Center (ask Randy Canivel), HR about benefits (Judy Salazar), BCBS points (Jeana Brunson to confirm)
- **February 10**: Disaster Preparedness at MSU (ask Jesika Fisher to help – Chief, etc.)
- **March 14**: Volunteer Opportunities (Ernest Cooper to ask Marcus Hill)
- **April 13**: Techie Talk (Facebook, Clouds, Twitter – can ask L.O. Nelson and Gary Goldberg)
- **May 11**: Photography for Dummies – BYOC (Bring your own camera!) (Ernest Cooper to ask Metro Photo)

Communications Committee: No report.

Membership Committee: No report.

Bylaws Committee: No report.

Scholarship Committee: Peggy Brennan reported the committee has not met. A proposal/recommendation for funding of scholarships have been prepared by Matthew Park to request approval of funds from the Office of the President. and the proposal has been forwarded to the Office of the President for consideration.

Administrative Council: Jolene Welch reported the Administrative Council went over a couple of policy changes that did not affect staff. The proposed academic calendar was approved to include the 4-day work week in the summers and will be forwarded to the Board of Regents for their consideration and approval.

Academic Council: Matthew Park reported the Academic Council approved a number of catalog changes. A copy of the October 2011 minutes is available by contacting Peggy Brennan.

Faculty Senate: Juan Ibarra reported on the October MSU Faculty Senate meeting on October 13. A copy of the October 2011 minutes is available by contacting Peggy Brennan.

Student Affairs and Enrollment Management: Dirk Welch reported that the Student Affairs and Enrollment Management Council did not meet.
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**Board of Regents**: No report.  

4. **Adjournment**: The meeting was adjourned at 11:20 p.m. The next meeting is scheduled for **Wednesday, December 14, 2011**.  

Respectfully submitted,  

Peggy Brennan  
Staff Senate Secretary/Treasurer