

# University of Central Missouri Staff Council

## Meeting Minutes

**Tuesday, September 10, 2019, 2:00 PM**

UCM Elliott Union 236

**Present – Members:** Jackie Jackson, Chris Beggs, Kevin Courtwright, Teresa Huffman, Beth Rutt, Carol Knight, Lisa Butler, Leslie Cooper, Jill Larsen, Cherie Hiatt, Amber Goreham, Heather Jennings, Jim Pryde, Kristen Plummer, and Mel Gross.

**Present - Liaisons:** Shari Bax, Joyce Lawson, Ranea Taylor

**Present - Gallery and Guests:** Judy Kenney, Tia Milburn, Sandy Cruz, Glenda Carmack, Julie Carman, Suzy Latore, Patrice Harris, and Dawn Gauvin.

I. Call to Order – SC President Jackson called the meeting to order at 2:02 p.m.

- A. Approval of minutes from July. Beth Rutt moved to accept the July minutes. Teresa Huffman seconded. Correction was made to the Benefit Advisory Group meeting. The September minutes stated there were just over 50 responses, but there were actually 104 responses received. Motion passed unanimously by voice vote with correction.

II. Financial Report – Teresa Huffman

- A. The Staff Council fund \$511.21
- B. Support Staff Council Educational Award fund has a balance of \$0
- C. J.P. Mees Award fund has a balance of \$5,884.83
- D. General Operation fund has a balance of \$2,000
- E. Approval of the financial report. Beth Rutt moved to approve the financial report as presented. Leslie Cooper seconded. Motion passed unanimously by voice vote.

III. President's Report

- A. Executive Committee meeting – The EC met on August 8<sup>th</sup> to discuss the new Administrative Liaison. Dr. Shari Bax, VP of Student Engagement and Experience was named to that position. Also discussed focus of Staff Council for the coming year.
- B. State of the University address. Dr. Best discussed trust and accountability. Link to University Address was provided ([www.ucmo.edu/about/university-leadership/ucm-president/state-of-the-university/index.php](http://www.ucmo.edu/about/university-leadership/ucm-president/state-of-the-university/index.php)). Staff who were unable to attend this event are encouraged to review this presentation.
- C. Jackson is working with the Foundation to change the name of the SC fund and you will see that in future financial reports.
- D. The Staff Council website has been revised and updated.
- E. New Employee announcement in UCM Daily will be coming. This information will share the names and office locations of new employees at UCM.
- F. Open call for Staff Council Parliamentarian & Historian – Let Jackson know if you are interested. This position cannot be a currently serving council member.

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G. Board of Governors will meet on October 24-25<sup>th</sup>

### IV. Vice-President's Report

- A. President's Cabinet met on August 20, 2019 – President's approach to the meeting is very informal. Enrollment goal was shared with the governance group. May not see the impact other Missouri intuitions are seeing. Healthcare discussion. Faculty group mentioned number of sections that were anticipated for fall semester and the impact that had on faculty. There was a mention of review of roles. Provost mentioned aligning consistency within the colleges. Staff weren't mention in this discussion. President is looking to review areas that have taken on new roles during the past 18 months. One of the strategies the President and Provost mentioned was attracting adult learners as traditional college student numbers are declining.
- B. As SC Vice-President Begg's is responsible for SC committees. SC has been asked to provide two representatives for the Learning to a Greater Degree committee. Heather Jennings and Leslie Cooper were asked by Jackson to represent SC and both agreed with council approval. Mel Gross moved to accept this appointment and Lisa Butler seconded. Motion passed by unanimous voice vote.

### V. Liaison Representative Reports

- A. Administration – Dr. Shari Bax reported
  1. SLT has not met. President's direct reports met. Items discussed in the meeting were; experiences of the arrival of students this semester, the President's Gala, and other major events the University will be hosting this coming year. There was a discussion about student orientation, and how the Student Weekly could be improved to better engage students. A strong review of the University website and looking at the possibility of developing a UCM app for the campus community members. These are just in the preliminary stages of discussion.
  2. The Goals of the Strategic plan was approved by the BoG in the August meeting: (Six goals)
    - Student access and success
    - Academic Excellence
    - Organizational Excellence
    - Inclusive and Diverse Community
    - External Relations Development
    - Institutional Excellence and Reputation

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No strategies or metrics have been identified at this point. This is the next step of the process.

### B. Human Resources – Ranea Taylor reported

1. What changes happened for healthcare in 2020? Board of Governors approved elimination of the high deductible health plan for 2020. HR has worked to talk with individuals on this plan and informed, educated, and assisted to help identify which plan is right for those to move to in 2020. The EPO plan is locked in for 2020. PPO has a roughly 5.6% increase. Open Enrollment will be October 21 – November 1<sup>st</sup>. No plan design changes for next year. The premium increase came about with a 2.6% tax that was pushed through with the Affordable Care Act. This may change if Congress eliminates this tax this is unknown at this time. The remaining 3% comes from claim data. Concerns have been shared about why employees did not see these numbers prior to it going to the board. These figures will be shared with the board first, so they can determine what course of action to be taken. Discussion about why this information could not be shared with employees prior to BoG presentation. Taylor said she could share these concerns with Dr. Best and see if he has a better way to share this information prior to it going to the BoG. This is the third year for the BCBS agreement. We are going out to bid for new insurance plan for next year. Discussions occurring with Mercer, as a broker of record, to assist with this process. Taylor was asked if updates could be provided to campus during this process and she indicated she was not sure what would be possible during what is known as “the silent” period of this process. Once that is complete, communication with the campus should be possible. Staff Council does have representation on the Salary and Fringe Benefits committee and employees are encouraged to bring any concern to those individuals or to Taylor directly.
2. Healthier You Wellness Points – There is a Healthier You app available and employees are encouraged to get that app and log in and get points. Employees must have 2,500 points to receive the credit deduction for the following year’s plan. There will be no Healthier You screening at UCM in the future. You now have to earn points through this wellness-based point system. You get points for completing the health risk assessment, appointments at doctor’s offices, getting a flu shot, and exercising.
3. Open enrollment for Deferred Comp will be October 1st - November 1st.
4. The Health Center is not an option for employees for regular treatment. The Health Center is strictly for students.

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### VI. Committee Reports

- A. Elections – Judy Kenney - report tabled to October.
- B. Employee Appreciation - Tia Milburn – No report. The question was raised if council wanted to continue the December holiday event for employees. Beth Rutt moved to continue the employee event in December and collect hats and gloves for donation during this event. Lisa Butler seconded. Motion passed unanimously by voice vote.
- C. Faculty Senate - Glenda Carmack – Met on August 28<sup>th</sup>. President Best discussed many of the items addressed in the State of the University Address. Dr. Doug Koch's position has been posted and it will be a national search. Questions for Fast Track program can be directed to Dr. Karen Goos. Fast Track program consists of scholarships for non-traditional students in certain programs identified with the Department of Education. These scholarships are actually part of a loan program. If students complete a degree and get a job in Missouri then the program is paid for, but if they do not the student must pay back the loan. Tk20 is going away. Tonya Kuranda, from spoke about Upward Bound program. Faculty Senate offered Staff Council an opportunity to provide a joint statement to employees regarding the recent insurance information that was provided. Jackson will review this statement and report back to council.
- D. International Affairs – Suzy Latore – Met on September 9<sup>th</sup>. Members in attendance participated in the filming of #AndYouAreWelcomeHere video. There was a brief review of the committee's charge. No change was made to the charge or process/procedure manual. A Visiting Scholar Program Process was proposed. Currently, schools take on this process internally and there is not a standardized process for visiting scholars. The Study Abroad fair is September 11<sup>th</sup>.
- E. Parking and Traffic – Tina Walker – No report
- F. Salary and Fringe Benefits - Lisa Butler – no report (See report summary)
  - 1. Met on August 27<sup>th</sup> – It was reported that there were 534 benefits survey responses received to date, but none were from bargaining unit. Survey is open currently. It will close at the end of September.
  - 2. Discussion about the BoG approval of the health insurance premium increase. Reminder that you have to get your 2,500 wellness points between October 1 – September 30<sup>th</sup>. Keep in mind that when you earn these points your health insurance premiums are offered at a \$40/month decrease. The information published by HR with premium listings indicates those figures with the discount premium already calculated. Next meeting is September 24<sup>th</sup>.

### VII. Special Presentation – Dr. Karen Goos – Interim Vice-Provost, Enrollment Management

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- A. Enrollment for fall semester is still in flux – September 16<sup>th</sup> is the date for all data to be recorded. Trends show there is a decline in headcount and credit hours. Decline in undergrad headcount, bump in graduate headcount both domestic and international. Drop in yield (people applying but not attending). How can we increase our inquiries? Conditional admits were reduced for this fall. Increases in limiting visas for international students. Students delaying applications due to visa issues. New first-time freshmen 16% down from this time last year. Graduate and international side are better. Losing one student over 4 years equates to \$28,200 loss in tuition. The loss of 245 freshmen equate to a \$1.7 million impact over a four-year period. New Transfers down slightly. Credit hours down 4%. There is a 43% in decline in students from Cass, Johnson, Pettis, and Jackson county. UCM will better target these areas in the future. Data shows a large decline among female students. There is a decline in our Honors program. Decline among Advantage students due to adjustment in admissions requirements for this population. Birth rates and graduation rates in Missouri are flat for the next 5 years with the exception of the Hispanic population. Growing populations have to be targeted to serve as an opportunity for growth.
- B. Retention is improving. Ways to improve student success has paid off. Increase in transfer retention. Grad rates are increasing. The 15 to Finish program is being eliminated and that will take place in summer 2020. It will not be offered to incoming students.
- C. Goals creating a strategic enrollment task force. Sharing and prioritizing those goals.

### VIII. Old Business

- A. Old Business – No old business

### IX. New Business – Due to extended length of this meeting Beth Rutt made a motion to postpone the new business items to the October 8th meeting. Mel Gross seconded. Motion passed unanimously by voice vote.

- A. Annual Bylaws Review – will be discussed during the October meeting
- B. Formation of Ad Hoc Committee for Fundraising

### X. Gallery

- A. September 16, 2019 – Fall Census Day
- B. September 24, 2019 – IMC Student Auditions UN 235 8-3pm
- C. Career Services Etiquette Dinner 5:30-7:

### XI. Adjourn

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A. Jackson adjourned the meeting at 3:32 p.m.

**Next Meeting:** Tuesday, October 8th, 2 p.m. in Union 237A. Kim Nicas will join us to discuss the Elliott Student Union renovations.

Minutes approved 10/08/2019 by Staff Council