

**University of Central Missouri Staff Council
Meeting Minutes
Tuesday, March 12, 2024, 2:00 pm, Union 237B**

These minutes are subject to change pending Staff Council approval at the next meeting.

Attendance:

Name	Prs.	Abs.	Name	Prs.	Abs.
<i>At Large</i>			<i>Academic Affairs</i>		
Kari Azevedo (2025)	X		Carol Knight (2024)	X	
Michael Brunkhorst (2025)	X		Jill Larsen (2024)	ONL	
Rae Clements (2025)	X		Melissa Plummer (2024)		X
Britni Hume (2026)	X		Heather Stringer (2024)		X
Suzy Latare (2025)		X			
<i>Intercollegiate Athletics/Student Experience & Engagement/University Advancement</i>			<i>Finance & Operations/Integrated Marketing & Comm/President & General Counsel</i>		
Stacey Beasley (2026)	ONL		Ian Billingsley (2026)	X	
Wesley Hobson (2024)	X		Josh Blaize (2024)		X
Beth Rutt (2026)	X		Heather Jennings (2025)	X	
Ed Wirthwein (2024)	X		Joyce Lawson (2026)	X	
<i>Liaisons & Ex Officio</i>					
Shari Bax, Administration	ONL				
Joyce Lawson, HR	X				
Glenda Carmack, Fac Senate	X				

Call to Order

- The meeting was called to order at TIME.
- Welcome (Wirthwein)
- Roll Call (Clements)
- Approval of [Minutes from February 13, 2024](#),
 - Minutes for prior meetings are available on the [Staff Council website](#).
 - Motion to approve: Billingsly
 - Motion seconded: Jennings
 - Motion result: Approved

Financial Report

- Treasurer (Billingsly)

Account	Balance
General Operations	\$3,468.30
Support Staff Council Fund	\$2,855.51
Support Staff Council Education Reward	\$379.48

J.P. Mees Award	\$6,181.13
○ Motion to approve:	Rutt
○ Motion seconded:	Hume
○ Motion result:	Approved

Guest Speaker

- **Bill Hawley, Finance & Administration**

- **Tim Castilaw, Facilities & Planning Operations**

- Update on last summer's HVAC problems
 - WC Morris cooling tower went down, impacting three buildings on the main campus - an engineering study is being done
 - Lovinger chiller had to have parts remanufactured which impacted two buildings on the main campus.
 - JCKL chiller had a gearbox failure that had to be replaced.
 - SRWC continues to have problems with the geothermal system and steps to correct this are still underway.
 - Student Union had a compressor failure that had to be addressed
- Deferred maintenance is approaching \$700 million campus-wide
 - The average building age is 50+ years
 - Supply chains have improved since COVID but not fully
 - Hoping for not as-extreme temperatures this summer
 - Some buildings have problems that come up during precipitation in addition to extreme temperatures
 - Budget prioritization has included addressing the deferred maintenance
 - Trying to get a service contract for 24/7 monitoring of space temperatures to allow for faster response times
- Communication and transparency
 - Hawley acknowledges that the administration needs to improve its communication with the campus when infrastructure has problems
 - Even admitting that they don't know is better than nothing at all
 - Going forward, the hope is to keep the campus up-to-date
 - The goal is to keep the campus maintained at a high quality and state of readiness
 - Examining reconfiguration that would help buildings no longer be tied to each other to prevent singular systems from affecting multiple locations
- Questions and comments from the Council
 - What repairs could be made before this summer?
 - Depends on the size and complexity of the project
 - Involves repair bids which add time to the process
 - Timelines could be anywhere from 3-6 months depending on extenuating circumstances
 - Appreciation for open communication and transparency to prevent repeated confusion and misunderstandings
 - What contingencies have been put in place for this summer in case we have a repeat of last summer?
 - Ideally, the things that were fixed this year won't fail this summer.

- The open communication efforts are expected to help plan for the people in those buildings.
- The contingency plan in place is to bring in temporary chillers or air handlers as needed. It typically takes 2-3 days to get a temporary unit installed and set up.
- What is the state of recycling on campus? Can we collaborate with the city and their efforts in implementing recycling?
 - We cannot recycle people's items from home.
 - Most of the problem has been people adding non-recyclables to the recycling bins which created an issue with the vendor.
 - They did meet with the city manager but that was a while ago.
- Who takes recycling to the bins, FPO staff or staff?
 - Custodial staff will take items to recycling bins as requested.
 - Shredded paper containers are picked up by ProShred are picked up from their locations every four weeks.
 - Buildings without ProShred services are encouraged to contact FPO at 4331 to seek a resolution.
- How do we find out who our Building Manager is?
 - Lists can be obtained by contacting FPO.
 - Work requests can be submitted to the building manager or by contacting FPO directly.
- How do we contact FPO during weekends and holidays? Is there financial support to have a weekend call center response?
 - There has been discussion about having an answering service available by dialing 4331.

President & Vice President Reports

- **President (Wirthwein)**
 - Several events coming up on March 20 and 29th. Please plan to attend. Dr. Best will take questions from those in attendance, not in advance.
 - HLC will be here next week. Please plan to attend open sessions as able. They will also be visiting different areas on campus. The Open Meeting for staff is March 18 at 10:00 am in Union 238.
 - The next Board of Governors meeting will be held on March 12.
- **Vice-President (Knight)**
 - No report

Liaison Representative Reports

- **Administration (Bax)**
 - The UCM committee for HLC will meet with the HLC representatives after the visit but it will likely be several weeks before the written report is received.

- **Human Resources (Lawson)**
 - Educational Development for summer courses is due June 1. Submit it now, even if you're not sure, just in case.
 - There was no holiday during Spring Break so if you took time off, be sure it is entered as "Vacation" or "Personal."
 - If you need to update your W4 you can now do this online via the Employee Dashboard for the Federal. For the State, you need to complete a form located here:
<https://www.ucmo.edu/offices/payroll-services/internal-resources/shared/index.php>
 - There are limited seats available for the MOSERs retirement discussions.
 - Anyone who wants the CuraLinc slides from the training day can email Lawson.
- **Faculty Senate (Carmack)**
 - The recent meeting consisted mostly of announcements and reminders.
 - Nominations for next year's committees are currently being accepted.

University Committee Reports

- **Benefits Advisory Group (Clements & Charlie Rutt)**
 - No report
- **International Affairs (Amy Kiger)**
 - No report
- **President's Commission on Access, Opportunity, & Community (Jay Hicks)**
 - No report
- **Technology Advisory (Kari Azevedo)**
 - No report
- **Traffic & Parking Policy (Clements & Jennings)**
 - No report
- **Traffic Review Board (Knight & Larsen)**
 - No report

Standing Committee Reports

- **Elections (Knight)**
 - Met yesterday with the Executive Board and that will be discussed during Old Business.

- **Employee Appreciation (Jackie Jackson & Klint Braun)**
 - This year's breakfast will be a combined event with Bargaining Units on May 9 from 8-9 am.
- **Recognition (Knight)**
 - No report
- **Supervisors (Brunsvold)**
 - The recent training event saw 172 people attend, which was a decent turnout.
 - A feedback survey has been sent via email and several responses have been received. Anyone who has not submitted feedback should do so soon.
 - Slides for sessions will be distributed later this week.
- **Welcome (Charissa Davis & Kim Nicas)**
 - From August to December, 29 welcome bags were delivered.
 - From January to the present, 17 welcome bags have been delivered.

Old Business

- **Bylaws Revision (Wirthwein & Clements)**
 - [Current Bylaws](#)
 - **Proposed Change #1: Elections**
 - [Amendment Language](#)
 - Jennings moved to approve Proposed Change #1 as proposed. Hume seconded the motion. No discussion was had on the motion. The motion was approved.

New Business

- **Legislative Committee (Rutt)**
 - The recommendation was made that a Legislative Committee be developed for the annual review of Council documents and processes to relieve the Executive Board from that responsibility.

Gallery

- **Special Olympics (Rutt)**
 - Gratitude and appreciation were expressed to the staff and community volunteers who have been helping with the Special Olympics on Sundays from 4-6 pm in the SRWC. There are only two Sundays left for the season and more volunteers are always appreciated.
- **International Culture Event (Hodges)**
 - March 23 at 7 pm in Hendricks Hall, no tickets required. Food, culture, and fashion are on display for the experience.

- **Admissions Dates (Hume)**

- The Fall calendar preview will be available as well as other information for Admissions events will be available virtually at 3 pm on Thursday, March 14. The link will be in the UCM Daily.

Adjournment

- The meeting was adjourned at 2:46 pm. The next meeting will be on Tuesday, April 9, 2024, at 2:00 p.m., in Union 236.
- Minutes for this and previous meetings from this academic year are available on the [Staff Council website](#).

Event Updates/Reminders

Apr 09	Staff Council Meeting - Union 236 <i>Guest Speaker: David Pearce, Government Relations</i> <i>Guest Speaker: Hiba Lukadi, SGA President</i>
Apr 29-May 03	Finals Week
May 09	Staff Recognition Breakfast, time 8-9 am
May 13	First Day of Summer Classes
May 14	Staff Council Meeting - Union 236 <i>Guest Speaker: Amber Goreham, Career & Life Design</i> <i>Guest Speaker: Daniel Wolcott, Faculty Senate</i>
May 27	Memorial Day - UCM Closed
Jun 11	Staff Council Meeting - Union 236 <i>Guest Speaker: TBD</i>