

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, November 12, 2019, 2:00 PM

UCM Elliott Union 236

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

Present - Liaisons: Joyce Lawson,

Present - Gallery and Guests: Tia Milburn, Jessica Rhodes, Patrice Harris, Derrick Gill, Heather Stringer, Colleen Shore, Mandy Havnen, Jessica Johnson, Paige Young, Emily Rhoad, Rachel Oglesby, Christine Spader, Paula Brant, Glenda Carmack, Sandy Christ, Nancy Harwood, Sandy McCormick, Vicki Voskovitch, Karolyn Dreiling, Britini Hume, Kathy Strickland, Haley Farnsworth, Sandy Cruz, Rhonda Stangel, Felicity Buell, John Slohaszewski, Alan Nordyke, Jay Hicks, Austin Heddon, Carmen Binder, Naomi Semb-Lovejoy, Angie Juarez, Leslie Garcia, Phil Brdgmon, Matt Chiesi, Shonda Thomason, Drew Burkeybile, Traci Butler, Sami Babrakzai, Robin Terrell, Mona Duncan, Kathy McCormick, Jeanne Woon, Gwena Basinger, and Suzy Latare.

- I. Call to Order – SC President Jackson called the meeting to order at 2:03 p.m.
 - A. Approval of minutes from October. Beth Rutt moved to accept the October minutes. Lisa Butler seconded. Motion passed unanimously by voice vote.
- II. Financial Report – Teresa Huffman
 - A. The Staff Council fund \$515.271
 - B. Support Staff Council Educational Award fund has a balance of \$994.98
 - C. J.P. Mees Award fund has a balance of \$6,006.83
 - 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. Shellie Gonzalez seconded. Motion passed unanimously by voice vote.
- III. Committee Reports
 - A. Elections – Judy Kenney – no report.
 - B. Employee Appreciation - Tia Milburn – Holiday Party announcement was shared in UCM Daily. The Holiday Party is schedule for December 18th from 3:00 – 5:00 pm. The Committee requests council's approval for the proposed budget of \$1,600 to cover the food items for the event. Shellie Gonzalez made a motion to pay up to \$1,600 for food for this event. Jill Larsen seconded. Motion passes unanimously via voice vote. There will be a collection of winter gear for students on campus during this event.
 - C. Faculty Senate - Glenda Carmack submitted report from the November ?? meeting.
 1. Belinda Copus from the Institutional Review Board shared the process for the Determination of Research Form and answered questions.

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, November 12, 2019, 2:00 PM

UCM Elliott Union 236

2. General Education Committee – Is working on recertifying courses and there has been some frustration with the process. Suspending the recertification process and working on improving the system.
 3. Passed Motion 2019-2020_4 re Faculty Load. This was presented by Senator Dan Crews and it proposes reducing instructor teaching load from 15 credit hours to 12 credit hours.
 4. Passed Motion 2019-2020 5 re: Instructional Faculty Promotion Policy. This is a motion that establishes the process of promotions within the faculty rank of instructor. The motion is available on the faculty senate website for those that want to read all the details of the motion.
- D. International Affairs – Suzy Latore – The committee is working on policy and procedures at the committee level. Looking at the process for inviting international scholars to UCM now that funds have been identified for this opportunity. The goal is to have a process in place by January. International Food Show is Sunday, November 17th. International Education Week is November 18-22nd. Next meeting December 9th at 3:00 pm.
- E. Parking and Traffic – Tina Walker (currently out on medical leave) Carol Knight filling in on the committee reported meeting had been cancelled.
- F. Salary and Fringe Benefits - Lisa Butler – no report

IV. Special Presentation – UCM President, Dr. Roger Best

- A. Mission and Strategic Plan – Spring of 2019 the Strategic Planning committee proposed a new revised mission statement that was approved by BoG in June 2019. The Strategic Planning committee then presented finalized themes and goals for UCM to the BoG. In August of 2019, BoG endorsed the strategic Plan and themes but put the onus on the administration with developing action plans to support the strategic plan. During the Fall of 2019 the President's Council has been working on developing these action plans to align with the goals approved by the BoG. Each VP has generated action plans and specific metrics to gauge effectiveness of plans. Action items will be finalized by January 1, 2020.
- B. Update on Enrollment and Recruitment – Official census report shows enrollment at 11,289 which is a 2% decrease. Freshmen class was down 16%. Graduate level up about 5%. International up 16%. Retention rate is 73.8% for first year and second year retention. This hasn't been seen this high in 25-30 years. Discussion of trends for Fall 2020 and beyond. The data shows that in the Midwest there will be a decline in the number of high school graduates and 2025-2026 shows a significant decrease and this is a concern for future planning. Dr. Karen Goos has left UCM and there is an interim replacement currently in place. There will be a significant review of strategies and messaging for

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, November 12, 2019, 2:00 PM

UCM Elliott Union 236

freshmen recruitment. The Strategic Enrollment Management team solicited ideas from focus groups across campus to share ideas about what we are doing well and what could be improved on as far as recruitment and retention. A formalized plan will be coming out soon and a report will be presented at the December BoG meeting.

- C. Budget – Fall tuition revenue is within 99% of the fall tuition forecast. Dr. Best explained that the state tax revenues look strong and well above what was collected at this time in 2018, but because of the withholding tax issues of last year this might be misleading and could impact next year's budget forecast. FY2021 budget planning is already underway. FY2021 will be the first year under RCM budget model.

D. Other updates

1. Hired an Executive Director for Governmental Relations, David Pearce. UCM previously hired a lobbying firm to work on our behalf in Jefferson City. This process was reviewed to see if we were if it was fiscally responsible. It was determined that hiring David Pearce, a former MO Senator, would be a way to get more information directly to the government officials and it would be someone who can keep us better informed about what is going on at all levels of government that could have an impact on UCM.
2. Discussions had been occurring regarding the future of the Fraternity Complex. It had been determined that the Fraternity Complex was not sustainable due to the cost of major renovations needed for the building. As a result, the Complex was slated to be closed in May of 2021 with the intent to use Fitzgerald hall for Fraternity housing. The plan was to repurpose wings of Fitzgerald Hall by taking it offline next year and renovating it for this need. In early November there was a failure of primary heating system at the complex. Students have been moved to other UCM housing options. Members are being moved to stay together as chapters in two different residence halls. As a result, the time frame for closing the Fraternity Complex was moved up and has occurred this semester.
3. Health Insurance – It's time for the UCM to go out for bids for our health insurance plan. A broker is being used instead of an RFP for new insurance plan to hopefully make this process smoother.

E. Questions

1. Dr. Best asked, what business are we in? He wants to focus on the people business. It's all about the relationship we build with our customers/clients

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, November 12, 2019, 2:00 PM

UCM Elliott Union 236

and foster their ability to achieve what they are trying to achieve. We need to focus on wanting to help students succeed.

2. What has enrollment been at the MIC? Dr. Best explained that he is working on a branding shift to refer to the MIC as “UCM Lee’s Summit.” As far as the Accelerated Programs, the numbers are down slightly with less than 100 students enrolled. Total enrollment is about 1,000 students with the capacity for more. UCM is using it as a platform for a workforce development site, a corporate engagement site, and an extension to the adult-education market. The desire is to push more programs to this location. Plan to further develop through Extended Studies.
3. In light of local businesses raising salaries, is there a plan to increase wages to be more competitive? State of Missouri voters passed a minimum wage ballot issue in November 2018 which steps up the minimum wage year after year until the minimum is ultimately \$12/hour. All state agencies were exempt from this minimum wage increase. First step in addressing this took effect in the spring. UCM has a focus on paying appropriately. Are we paying people appropriately? Look at areas and see how they compare to external salaries. We need to keep looking for ways to ensure we are all paid appropriately.
4. What about the student wage increase? Dr. Best asked Bill Hawley to evaluate the possibility of increasing the student wage again. Currently, he is running scenarios. A change would not take effect before the start of the next fiscal year (July 1, 2020).
5. Are convenience contracts for facilities cost effective? The convenience contracts allowed us to handle jobs that aren’t something that occurs all the time. If things need to be fixed quickly these services can be hired out through convenience contracts. These contracts prevent the university from having to go out for bid for these smaller jobs because they were already BoG approved. Not sure that a full cost benefit analysis has been run, but it does show that these contracts appear to be cost effective in most areas.
6. Deferred maintenance issue – This is one of our biggest challenges. The BoG sets priorities for the president. The main two areas of focus set for Dr. Best are enrollment and facilities. Deferred maintenance includes items that help to ensure the facilities are properly maintained (e.g., updating heating and cooling and putting on new roofs). We are around \$25-30 million to cover these maintenance expectations. Trying to develop a plan for routine maintenance. Currently, Ward Edwards,

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, November 12, 2019, 2:00 PM

UCM Elliott Union 236

Humphries, Lovinger, and the Marshall building are the most critically in need of roof replacement and that is estimated to cost over \$2 million.

7. In regards to campus security, where are we with installing cameras in areas? Parking is an auxiliary unit. Parking Services has committed to says they will cover the cost of cameras in parking lots. A funding resource will be identified for security cameras on campus. OT will select a consultant who will help design what this system will look like. This system will have to be phased in over several years and all cameras will not be installed at one time. Expecting proposal for first-phase of this process to come in soon.
8. With first-year enrollment down 16%, are we looking at the impact of taking fewer advantage students this year over previous years? Previously known as the Conditional Admit Program but now the Success Program accepts students that don't meet the normal admittance criteria and are placed in a program to help ensure their success. In fall 2018, UCM lowered the number accepted into UCM through this program. The enrollment decline identified this fall was not impacted by lowering admits in this program. We lost Pell eligible students to other institutions that are Pell gapping and paying tuition for students not covered through their Pell grant.
9. How do we compete with institutions that are providing free dual-credit to students that qualify for free or reduced student lunches? Currently, we generate over 3,000 hours of dual-credit serving roughly 1,500 students, but our yield rate on them is not good and this is true for most dual-credit providers. UCM pushed for MCC (Metropolitan Community College) to do this in conjunction with the MIC. Schools are getting publicity for this, but they still have to yield those students into their programs. Instead we want to make those transfer courses come in seamlessly. Attract those students that are more likely to come if it is easy to transfer those credits.
10. Is there concern with the Higher Education Act that is up for reauthorization? David Pearce's new position will meet with legislatures at the state and national level to engage in discussion on this topic. House Democrats have introduced new modifications to the Reauthorization bill of the Higher Education Act that has not been changed in years. There are some provisions that UCM administration is concerned about. It is believed that this will die in the senate in its current form. If you have questions, concerns, or comments on this please send those to David Pearce.

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, November 12, 2019, 2:00 PM

UCM Elliott Union 236

V. President's Report

- A. Board of Governors update – Posthumous degree approved for Joshua Mosby. The external audit report was clean with no findings and it was approved as presented. We have an A+ rating on outstanding bonds. The Student Healthcare vote passed with a \$2.75/credit hour increase and this will go before the board at the December meeting. Jo Greife was awarded emeriti status. An extension of contract was approved with Hogan Prep Academy, a Kansas City Charter School. Two new programs were approved; MS in Sports Management and MS in Physical Education. The BoG endorsed the immunization policy.
- B. College of Education Centennial Celebration Video – Jackson will email this link out to council members.
- C. Presidential Communication and Feedback Form – Form on the website
- D. Commencement volunteers needed – email graduation@ucmo.edu.

VI. Vice-President's Report

- A. UCM is in the process of sunsetting the Fifteen to Finish scholarships. Replacing with the stackable A+ and dual-credit scholarships. New initiative in scholarships.
- B. Increase in minimum wage is being looked at to determine financial feasibility.
- C. Strategic Action Plan will be discussed during the next BoG meeting in December.

VII. Liaison Representative Reports

- A. Administration – Dr. Shari Bax no report
- B. Human Resources – Joyce Lawson reported
 - 1. Angel Tree – Accepting application through November 13th.
 - 2. Health Insurance Rebate – w.
 - 3. 2020 Benefit insurance letters will go out soon. Please verify the choices. If corrections need to be made contact HR.
 - 4. St. Luke's facility in W will not be available after
 - 5. Everyone will receive new cards in 2020 for pharmacy changes. If you receive prescriptions from Express Scripts you should receive a letter
 - 6. Healthier You – Points restarted October 1, 2019. You have to get 2,500 points before September 30, 2020.
 - 7. Please update your address through HR. Encourage everyone to enroll in an electronic W2.
 - 8. Student workers for Spring is November 18, 2020. Those Student workers can only work 20 hours across campus for all jobs. Make sure

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, November 12, 2019, 2:00 PM

UCM Elliott Union 236

they do not exceed that number. Students can work during the break hours.

9. Thanksgiving break November.

VIII. Old Business

- A. Amendment Proposal Article XIII: Election of Staff
- B. Amendment Proposal Article

IX. New Business –

- A. If anyone is interested in Fundraising Committee Chair.
- B. Request for Salary and Fringe Benefits committee to discuss transparency with educational

X. Gallery

- A. UCM Holiday Market December 4th from 3:00-7:00 in Union Ballroom
- B. Lots of students that don't have coats in this cold weather. If you would like to donate coats please give to Beth Rutt or Suzy Latore. Collect them at the REC center.
- C. Opportunity Grants through the Foundation office. Due December 18th.
- D. Giving Impact week
- E. OT completing Windows upgrade. Get in contact with TSC if you need upgrades. This will die on January 14th.

XI. Adjourn

- A. Jackson adjourned the meeting at 3:25 p.m.

Next Meeting: Tuesday, December 10th, 2 p.m. in Union 236. Britni Hume will provide a special presentation regarding UCM Scholarship Finder.