

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, September 8, 2020, 2:00 PM

Zoom Web Conference Meeting

Present – Members: Jackie Jackson, Chris Beggs, Belinda Bell, Teresa Huffman, Beth Rutt, Cherie Hiatt, Jim Pryde, Kristen Plummer, Shelly Bachus, Heather Jennings

Present - Liaisons: Shari Bax, Ranea Taylor, Glenda Carmack

Present – Committee Chairs/ Members: Suzy Latare, Dawn Gauvin, Trisha Agueros, Judy Kenney, Tia Milburn, Rachel Clements, Wesley Hobson

- I. Call to Order – SC President Jackson called the meeting to order at 2:04 p.m.
 - A. Quorum was not met with council members in attendance. There were no minutes to approve from July 14, 2020 meeting as it was converted to discussion style meeting.
- II. Financial Report – Teresa Huffman
 - A. The Staff Council fund has a balance of \$528.21
 - B. Support Staff Council Educational Award fund has a balance of \$1,169.48
 - C. J.P. Mees Award fund has a balance of \$6,405.83
 - D. General Operation fund has a balance of \$2,000.00
 - E. Unable to vote/ approve financial report.
- III. President's/ Vice President's Report
 - A. Jackson reviewed Staff Council Governance Report she provided to the UCM Board of Governors on July 28, 2020.
 - B. Jackson will continue to forward Board of Governor meeting packets when received.
 - C. President's Cabinet met on August 25, 2020 – The President's Cabinet is comprised of Staff Council leadership, Bargaining Unit leadership, and Faculty Senate leadership, along with some of the University Vice Presidents. For this reason, Jackson and Beggs will share items applicable to staff. The meeting on August 25 served as a preview of State of the University. Dr. Best shared three areas to be cognizant of; COVID19, budget planning, and diversity and inclusivity initiatives. He also discussed federal and state allocated funding available in response to COVID19. Funds available must be utilized in response to the pandemic; it is challenging to use them to supplant the significant loss in state appropriations. Also discussed decline in enrollment - at the time of the meeting UCM was down 9.25% in headcount and 10% in credit hours but had forecasted a 10% decline in enrollment. This means UCM is tracking at 98% of the forecast. Board of Governors approved the FY21 budget with \$11 million deficit built in; the plan is to address \$8-9 million. Dr. Best and Dr. Bridgmon shared that there will be an efficiency evaluation, a hard look at positions, academic programs and services. Areas will need to articulate how they add value and provide insights into the work performed to know where to

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strategically invest. There was also a short discussion regarding the need to invest in infrastructure; Dr. Best specifically referenced roof work, Union renovation, and classroom updates. Overarching thoughts from Dr. Best were that we must keep thinking beyond the pandemic and remember what UCM's mission is; why we do what we do. As Dr. Best was leaving the room at the end of the meeting Beggs asked what the timeline is to determine how to eliminate \$8-9 million from the budget and he responded that he would like to identify the savings by the end of the calendar year. We also asked some pointed questions and shared concerns regarding the new telecommuting policy and procedure. In the time between the President's Cabinet meeting and now some of the things we discussed have already been addressed; for instance, each of the employee representative groups were advocating for a dashboard with positive COVID19 case counts, which is now happening. Jackson shared that she did not think employees were asking for the case counts to analyze daily but rather to understand what the plan is should circumstances escalate. In President's Cabinet and in the State of the University, the President shared a 4-phase response plan that was activated by watching many datapoints to include, but not limited to, active case counts. We are in phase one, phase two would be increased messaging, phase three may entail a "pause", and phase four would be completely remote. Jackson felt more confident after the plan was shared, and more so at the State of the University address where Dr. Best provided specific examples.

1. Rutt referred to end of calendar year timeline to identify \$8-9 million in budget reductions and asked if Dr. Best shared how he plans to make these decisions. Will strategic planning group be involved? Jackson responded that we did not have the opportunity to ask in President's Cabinet.
 2. Glenda Carmack asked when roof work would be completed; specifically Ward Edwards building. Jackson responded that she would find out.
- D. State of the University was on August 27, 2020 – Staff Council representatives were at the live speech. The recording is still available online for viewing.

IV. Liaison Representative Reports

A. Administration – Dr. Shari Bax reported

1. Asked staff to review the statement from Dr. Best regarding case numbers on campus- numbers will be published on the UCM website each Friday.
2. State of the University address- Dr. Best recapped accomplishments from the last year and outlined three priorities for the coming year. All staff are encouraged to watch online.
3. Budget Planning – Initial conversations with President's leadership team have occurred but process to identify budget reductions has not been

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established yet. Beggs stated that when the President had talked about administrative efficiencies in spring 2020, he had mentioned a traditional campus wide approach, but in last meeting indicated that due to a compressed timeline it may need to be more centrally decided. Beggs asked what the visibility of decision making will look like. Bax reiterated that the process has not been outlined, but both options Beggs mentioned have been discussed by President's Council. Bax stated that to find the savings needed to address the shortfall we are facing, it will require a mixture of University identified as well as unit specific identified reductions. Jackson reminded Bax that Staff Council would like to assist in any way possible. A question from the gallery was if reorganization is possible again. Bax replied that it is not impossible. Jackson replied that in the June staff council meeting Dr. Best stated all options are on the table. Bax reiterated that UCM is not looking for a small number of dollars.

B. Human Resources – Ranea Taylor reported

1. Open enrollment for 2021 is October 19-30. Board of Governors approved health care changes, so it is important to go online and take action with your benefits to ensure enrolled in appropriate plan. Human Resources is working closely with BCBS on new initiatives, like a dedicated customer service line. They are finalized plan documents now. Zoom meetings will be set up soon – keep an eye on UCM Daily for more information.
2. Healthier You Wellness Points – There is a Healthier You app available and employees are encouraged to download the app and log in and get points. Employees must have 2,500 points by September 30, 2020 to receive the \$40/ month credit deduction for the following year's plan. You get points for completing the health risk assessment, appointments at doctor's offices, getting a flu shot, logging exercise, etc. Many have not even logged in this year.
 - a) Bachus asked if one needs to take action if they are not making any changes to their benefits package. Taylor responded no, but reminded the group that the PPO plan will go away.
 - b) The group had some discussion about earning points for utilizing the Student Recreation and Wellness Center and/ or exercising. Human Resources can assist anyone having trouble with the app/ logging points.
3. Faculty Senate - Glenda Carmack – Met on August 26th. President Best received recommendation for process for instructional faculty promotion. Provost Bridgmon continues to evaluate budget allocations and workload. Senate had many questions about COVID19 reporting and utilization of UCM web assets. The Senate voted on six motions; electronically

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delivered coursework guidelines, faculty representation on advisory committees, revised meeting schedule, proposed additional time for tenure track faculty due to COVID19, assessment committee changes, and recommendations from committee on committees. Faculty Senate meets again on September 9, 2020.

4. Traffic Review – Carol Knight- No report.

V. University Committee Reports

- A. International Affairs – Suzy Latore – Have not meet in fall 2020 but will meet on September 15, 2020 at 3:30 pm. Continuing conversations about funds available through Alumni Foundation to bring in speakers to build international understanding. Keep an eye on UCM Daily for more information.
- B. Learning to a Greater Degree – Heather Jennings – No report.
- C. Traffic and Parking Policy – Dawn Gauvin – No report. Meeting on September 9, 2020
- D. Technology Advisory – Trisha Agueros – No report.

VI. Standing Committee Reports

- A. Elections – Judy Kenney – Elections will occur in September and October. Elected council members will serve a shortened 3 year term starting in November (less 4 months than standard term). Call for nominations is coming.
- B. Employee Appreciation - Tia Milburn – No report.
- C. Fundraising – Beth Rutt – Ideas from committee will be submitted to executive committee. Rutt expressed a desire to be sensitive to campus climate. Rutt clarified that the committee is fundraising to support Council initiatives, like the education fund and recognition awards.
- D. Recognition – Carol Knight – No report.
- E. Salary and Fringe Benefits – Charlie Rutt – Meet August 18, 2020 to be updated by Human Resources on ancillary benefits changes to be presented to the Board of Governors August 20, 2020. No change in carriers or premiums for vision or dental; however dental implants have been added to coverage. No change in disability benefit, but there is a change in how short-term disability will be administered. Human Resources will be publishing information about changes in UCM Daily around open enrollment.
- F. Supervisors – No report.
- G. Welcome – No report.

VII. Old Business

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- A. Old Business – Elections will occur in September and October. Elected council members will serve a shortened 3 year term starting in November (less 4 months than standard term).

VIII. New Business –

- A. Traffic and Parking Policy Committee needs another volunteer to serve. Rachel Clements volunteered.
- B. Elections Committee needs another volunteer to service. Wesley Hobson volunteered.
- C. Telecommuting Policy and Procedure – Jackson stated that staff council has been advocating for a work from home policy since at least March 2020. In President's Cabinet Dr. Best shared that this policy was designed for a staff member that would like to make more permeant arrangements for remote work. Jackson stated that she told Dr. Best the council was seeking a policy to guide staff and supervisors through how to handle remote work options that are not planned to the degree the policy addresses. Dr. Best said that the Ad Hoc section of this policy (Section 9) was intended for these purposes. Jackson and Beggs discussed submitting a memo requesting revision of this section to make the process easier than acquiring Vice President and Human Resources approval while still being in concert with University expectations.
 - 1. Beggs stated that we hear from staff that there are times where one cannot be on campus but would still like to work for a small amount of time; and may not eligible for other types of leave. Staff Council has been trying to find a way to escalate that desire to be discussed at the University administration level.
 - 2. Jackson and Beggs both felt that a policy would be valuable, both from an employee and a supervisor perspective. This policy, as approved, may not allow for short notice or as-needed arrangements, due to necessity to get supervisor, Vice President and Human Resource approval. Both Jackson and Beggs heard from multiple staff members that perhaps what this policy achieves does not offer the solution sought.
 - 3. Beggs shared that he has heard from staff members, often discretely, that they feel highly scrutinized and that they are not trusted. Jackson echoed hearing similar responses from employees. Jackson and Beggs believe staff are looking for opportunity to work without being tied to working in the office between 8 am – 5 pm, from time to time, as needed.
 - a) Taylor commented that federal regulations are in play. Carmack questioned what regulations govern where someone works. Taylor replied - FSLA considerations and workers compensation. Taylor stated that UCM defines where work is performed. The intent of

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the policy was not to be cumbersome but to provide an avenue for remote work to take place. She denied that trust, or lack of trust, was considered in the policy development, but that it was developed considering how UCM accounts for work performed and pays employees. Taylor mentioned that some departments are preparing for potential remote work circumstances in advance and working with Human Resources for advanced approval. Jackson stated she would be following up directly with Taylor to discuss.

- b) Bachus suggested that the Staff Council is seeking a flex place policy for exempt employees (to reflect the flex time policy for non-exempt employees).
- 4. Jackson shared that Dr. Best told them in President's Cabinet that the policy is a University Policy that he has authority over; i.e. that revisions are possible. Jackson reminded the group that the Staff Council bylaws state that the council is charged with recommending changes in existing policy. Since the policy is only for staff, Jackson feels it is appropriate for Council to propose revisions. Without quorum, Jackson will work with executive committee for discussion at a future Council meeting. Jackson called for feedback from all staff members.

IX. Gallery

- A. Rutt asked about President's Gala. Tiffany Cochran replied that it is now scheduled for April 12, 2021. Rutt recommended that information be shared with the campus community.
- B. Jennings shared that Faculty Senate is voting to have a required Title IX syllabus statement.
 - 1. Jackson thanked Jennings for her and her office's work on the new (expediently created) Title IX policy.
- C. COVID19 count numbers will be on UCM website each Friday.
- D. Latore expressed thanks to university housing and Sodexo for taking care of isolated students.
 - 1. Jackson asking Hicks about needing volunteers for food delivery to isolated students. Not sure at this time but Jackson will ask before next meeting.
 - 2. Latore thanked Hicks for his service to parents through the UCM Parent Facebook Group.
- E. Jackson shared link to State of the University and asked staff to watch. Jackson stated that is easy to forget everything we accomplished before and during the COVID19 pandemic; the State of the University has a great video to remind us.

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- F. Board of Governors met today, September 8, 2020 in a non-broadcasted meeting to vote on one item; to enhance broadband network on campus using state allocated COVID19 response monies.
- G. Rutt announced that Family Weekend is still occurring starting September 26, 2020. Staff are encouraged to participate in the color run, music concert, etc.
- H. Rutt announced that Homecoming 2020 is not occurring in October 2020, as scheduled.
 - 1. A new event is occurring February 8-13, 2021 with the theme “We are UCM: Education for Service.” This event will provide a kick-off for 150 year celebration. On February 13, 2021, in the Multi Purpose Building, the Alumni Band will perform and the 2020 homecoming royalty will be announced. Please do not refer to this event as homecoming.

X. Adjourn

- A. Jackson adjourned the meeting at 3:11 p.m.

Next Meeting: October 13, 2020 at 2:00 pm via Zoom