

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, December 10, 2020, 2:00 PM

Via Zoom due to COVID-19 restrictions

Present - Members: *Cooper, Knight, Larsen, Billingsley, Gross, Jennings, Lawson, Plummer, Bachus, Huffman, Jackson, Rutt, Beggs, Oglesby, Pryde, Courtwright*

Present - Liaisons: *Bax, Lawson*

- I. **Call to Order** - SC President Jackson called the meeting to order at 2:05 pm
 - A. Roll Call
 - B. Approval of minutes from November. Motion to approve: B. Rutt. Second by I Billingsley.

II. Financial Report

- A. Staff council fund: \$531.21
- B. Educational award fund \$1,209.48
- C. JP Meese \$6,525.83
- D. Operations \$2,000
- E. Motion to approve, I. Billingsley, Bett Rutt seconds. Motion passes.

III. President and Vice President report

- A. Governance groups presenting to BoG on 12/10. Board packet was shared with staff via email. Proposed extension of Sodexo contract for 1 more year is on the agenda. Intention is for Chris to report to board, with President Jackson being at a conference. Other elements include expansion of personal leave, and changes to the proposed telecommute policy being discussed.
- B. Jackie opened the floor for additions to the board report
- C. Still could use volunteers for commencement. If you have the desire to assist, contact the registrar. 10 ceremonies, Friday - Sunday. [Link to volunteer](#).
- D. Vice President Beggs: Nothing to add

IV. Liaison Representative Reports

A. Administration: Dr. Bax

- 1. Dr. Bax repeated the reminder about upcoming commencement ceremonies, and that the Board of Governors meeting is on Thursday. Nothing else to report. Dr. Bax opened the floor to questions.
 - a) President Jackson asked if there were updates on retrenchment policy. Committee has given information to the Provost, and they are awaiting information to be released to the campus.
 - b) Vice President Beggs asked about Covid vaccine deployment. Since our healthcare is employer-provided, and education employees are part of essential worker discussions. Are there any discussions at the senior administration level about vaccines for employees? - Dr. Bax said there is conversation, but nothing definitive. We might be able to see vaccinations to our campus community sometime as early as May, but maybe not until next

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fall. There will be some waiting depending on the actions that the state legislature takes, and how rollout plans go across the state. Chris also brought up the PCR testing that happened early on. Any chance that might return again, and is anything on the table about on campus consideration for vaccination for employees? Dr. Bax said that the PCR testing was for anyone in the community and not just UCM, through a partnership with Johnson County Community Health and Western Missouri Medical Center. If they want to partner with us on vaccinations, those conversations are welcomed. The only thing we'll definitely be doing as a health provider on campus is for students. Beth Rutt asked if the plan at this time is that in the spring we would still be masking, social distancing, one student per res hall rooms, etc... the same as in this semester? Dr. Bax says it will be very similar. Provost says classes are expected to be conducted in the same manner in which they were listed at enrollment (hybrid, face-to-face, or flexible.)

2. Joyce - Human Resources

- a) Benefit Open Enrollment concluded in November. Employees had until 12/4 to make changes. No changes now, without a qualifying event.
- b) Employees will see new rates or premiums on 12/15 paychecks, if any changes were made. Changes do not take effect til 1/1/21. Everyone will receive new insurance cards. If you're moving go into myC and make those changes ASAP. The cards should arrive before January 1, 2021.
- c) Additional life insurance rates are changing for 2021, by age ranges. Open Enrollment materials documented those changes. Premiums are now based on 11 age ranges, instead of 3. Those rates begin 1/15/21. Those are post-tax deductions. They can be changed any time you want by visiting HR.
- d) Deadline for 2020 Flex spending dollars is usually 12/31. There is a grace period through the IRS, granted from 1/1 - 3/15/2021. Employees can use 2020 dollars for those. Claims must be filed by 4/15/2021.
- e) Remember to take necessary furlough days before March 31.
 - (1) President Jackson asked what will happen if someone does not take their furlough. Joyce Lawson stated she would look into this and contact Jackson with the answer.
- f) Log into your BCBS portal to work on Healthier You points. 2500 by 9/30.

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- g) UCM is following CDC guidelines for Covid-19. If you experience Covid symptoms, stay home. Call Kenda Jones in HR if you think you have or were contacted about exposure. There have been some CDC guideline changes regarding quarantine. A link will be provided by HR.
 - (1) BCBS does not automatically pay for a Covid testing if referred by a physician.
 - (2) Rachel Oglesby asked about quarantine for someone who had previously tested positive. Jess Rhodes provided a [CDC article](#) stating that you don't have to re-quarantine if you had tested positive within 3 months of the second exposure.
 - (3) A question was asked about how to enter time, and how the CFFRA changed things (allowing for a pool of funds from CARES Act to cover paid time off.) Any questions on this process should be directed to Kenda Jones in HR.
- h) New benefits app will be online soon.
- i) Information will soon be released in UCM Daily regarding a new health advocacy program.
- j) Ranea Taylor sending email to employees who must complete the MOECPFD (Missouri Ethics Commission Financial Disclosure) form. Impacts mostly upper level administrators on campus (about 125 people, in total.) They will also be notified by MO Ethics Commission in January as well. There is a statutory requirement to report this information.
- k) HR & Payroll Will be working on tax forms in early January. They recommend electronic delivery, which can be completed in myCentral.
- l) Holidays for Christmas are Thursday, December 24 through Friday, January 1. Campus will reopen for most people open 1/4/2021.
- m) HR is experiencing some reduced staffing levels. Please leave voice mails when you attempt to contact them. They are responding as quickly as they can.
- n) A question was asked about a system outage over break. It was confirmed that the Office of Technology will be taking most campus systems down on 12/28 to accommodate replacement of a fire panel in the Network Operations Center. The outage will likely last 12 hours.

3. Faculty Senate - Glenda Carmack. University Committee Reports

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- a) At the last Faculty Senate meeting President Best gave a budget update. MO tax revenue receipts look strong, up \$855M compared to last year.
- b) Discussion took place regarding availability of a Covid-19 vaccine. The state will set the priorities for release, but education will be near the top of the list. This does not yet translate into a solid timeline. Dr. Best was asked if there would be a requirement to receive the vaccine. The response was that we would only require it if the state sets that requirement for us.
- c) UCM is trying to get more covid testing for students, including the ability to test asymptomatic students before they return home for the holidays. Information on that effort can be seen [here](#).
- d) Provost reports 10% increase in freshman applicants. This trajectory continues to look good for fall.
- e) Bryan McDonald gave an Academic Program Review Committee update. In regards to retrenchment, there are 4 subgroups for analysis: Hours by faculty, cost analysis, degrees awarded, and declared majors. Deans and Chairs will help verify the numbers the committee provides are correct. By January 18, they will have recommendations for Provost Bridgmon.
- f) Terrell Brown provided a report about the General Education Task Force. As of November 16, they finished their informational sessions about the proposal processing. Getting Curriculog read for proposals and scoring guides to assess the proposals. There will be an appeals process that will allow for the opportunity to revise the proposal and resubmit.
- g) Richard Alexander gave a presentation about the establishment of a local chapter of the NEA. We now have a local chapter with bylaws and a constitution. Elected officers are now trying to increase membership.

V. University Committee Reports

- A. Traffic Review Board - Jill Larsen - 2 people showed up for appeal hearings.
- B. Faculty Senate International Affairs (Andrea Wiggins) - Haven't had a chance to meet yet.
- C. Learning to a Greater Degree - Heather Jennings - Picked award winners and will be awarded soon. Working on getting them made last week. Committee is done for the semester and will meet in late spring. Will be announced at the next board meeting.
- D. Traffic and Parking Policy - No report
- E. Technology Advisory - Carol Knight

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1. Reviewed proposal for handing retiree email accounts. Defined objective: Create a UCM email subdomain for those who can continue to use email accounts. Goes before the exec committee.
2. Software purchases - Work being done to develop a better system for vetting purchases.
3. OT has deployed 215 laptops with funding from CARES act and will upgrade elements of the network infrastructure on campus. Those upgrades begin after the first of the year.
4. Fire suppression system panel in the server room in WDE is to be replaced 12/28. To last no more than 12 hours. OT working with alumni, Integrated Marketing & Communications, and Public Safety to communicate about this outage to the campus.
5. Unified Communications system (phones) We're in year 4 of a 5 year contract, and a bid for replacing the current system has been posted on the Procurement eBidding site.
6. Next meeting 1/27.
7. President Jackson asked if they talked about Single Sign On (SSO), as there have been some struggles when someone is a student and an employee. Mel Gross responded that the easiest way is to set up multiple Chrome profiles to manage multiple identities, or use a separate browser for each.

VI. Standing Committee Reports

- A. Elections - Judy Kenney - New proposed changes have been shared. (this will be covered under old business)
- B. Employee Appreciation - Tia Milburn - emailed President Jackson her report. Staff appreciation party is 12/16 Union ballroom from 3:30 - 4:30. Snacks, beverages, holiday attire/mask contest. Tiffany is the previous winner, so she judges. Holiday trivial contest with prizes. There will be a Zoom link to participate virtually. Collecting hats, scarves, coats, and gloves. This is for college students, and not for kids. Kids donations will make their way to kids, though. Can be dropped off at store, or rec center. Beth Rutt asked if a group in KC that has donated over 100 face masks, could they be brought as well? Suzy says that is fine, as long as they're clean. Tia is stepping down from the committee and Vicky Orcutt will be stepping up to the committee. Suzy says the committee can use some more people.
- C. Fundraising - Beth - Didn't get enough items to support an online auction. She apologized for not communicating well. Have enough for 5 baskets (UCM spirit, gardening, spa, movie night, workout) so there will be some photos coming out with the flyer on UCM daily. Selling tickets at the gathering. It isn't a raffle. Every ticket you get a Dum Dum sucker. Drawing will be at the end of the event that

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way. Tickets are \$2 apiece. You put a sucker into the basket to choose which one you'd like to win.

- D. Recognition - Carol Knight - Has not met, but will in January to begin work on who will receive staff council awards.
- E. Salary & Fringe Benefits - No report. Rachel to send a write up to Jackie.
- F. AD Hoc committee - Telecommuting procedure. Shelly Bacchus sent a redlined version with suggestions made. Committee will make comments and send back to Shelly. Will likely meet in January with something to present.

VII. Old Business

- A. Staff council bylaw review
 - 1. Switch to gender neutral language.
 - 2. Proposed changes to elections. President Jackson shared screen via Zoom to review the changes.
 - a) Judy talked through. Bullet point - All staff will vote for all nominees listed.
 - b) If the nominee accepts nomination, it will appear on the election ballot.
 - c) If the number of nominees is the same as the number of vacancies, staff will be appointed by default.
 - d) Jackie asked for feedback on the proposal? President Jackson stated that all staff will have the opportunity to vote for all nominees, rather than will vote for all nominees.
 - e) Beth sustains change, and moves that we take to a vote today. Shelly B. seconds. Jackie will update a Google Form for these changes, which will go to staff.

VIII. New Business

- A. Spring meetings - The council only voted to keep virtual meetings through CY2020. The group needs to decide how to proceed with the January meeting. Remain virtual? Beth Rutt proposed a motion that our meetings continue to be held virtually and upon review based on guidance of university policy, we could at some point go back to F2F, but we remain virtual, but offer an option to stay virtual. So, stay virtual through May of 2021. When we can have 80 people attend, that's a positive thing. Rachel Oglesby seconds. Motion passes.
- B. Shelly B - If the exec committee wanted to meet in a conference room, we could utilize a space in SMISER.
- C. Gallery - Tia asked to share 12/16 (Wed) UCM store is doing faculty and staff special. 30% off logo merchandise.
- D. Suzy - UHC encouraging students to get tested if symptomatic or not. Free testing from 1:30 - 3:30 every afternoon this week. Just need to make an appointment through UCM Medcat Connect. Students with symptoms need to call UHC for appointments.

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- E. Jim Pryde will reach out to Ray Walters for possible live streaming options.
 - F. University Foundation grant opportunities are now open. Up to \$5,000.
 - G. Last week, the foundation had \$36,577 donated to an unrestricted fund from 432 people. Donors received a pair of UCM socks.
- IX.** Adjournment - Jackie adjourned the meeting at 3:10 PM

Next Meeting: Next Staff Council meeting is Tuesday, January 12 at 2:00 PM via Zoom.