

University of Central Missouri Staff Council

Meeting Minutes

Tuesday, January 12, 2021, 2:00 PM

Via Zoom due to COVID-19 restrictions

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

Present - Liaisons: Bax, Lawson, Carmack

- I. Call to Order - President Jackson called the meeting to order at 2:02 PM
 - A. Roll Call
 - B. Approval of Minutes
 1. Motion to approve (Billingsley), Knight seconds. No discussion. Minutes approved.
- II. Financial Report
 - A. Support staff council fund has a balance of \$531.21
 - B. Support staff council educational award has a balance of \$1219.48
 - C. J.P. Mees Award fund has a balance of \$6555.83
 - D. General operations fund has a balance of \$2000.00
 - E. Billingsley moves to approve, Bachus seconds. Motion carries.
 - F. President Jackson stated that a deposit of \$175 going in from a fundraiser at the holiday party. There will be a subsequent subtraction to pay for the fundraiser.
- III. President & Vice President Reports
 - A. President Jackson:
 1. Press release about a [release](#) of additional funding for deferred maintenance. Awaiting approval at state level.
 2. President Jackson will be sending out an email with a link to Google Form for staff to vote on bylaw revisions, which the council has approved to move forward. One is about gender neutral language, and the other is some language about how elections are held. There will also be a request for nominations about the President's Commission on Diversity Equity & Inclusion. Aiming to have 15 members, serving by virtue of position. Asking for 3 nominees from staff council. It's a 2 year term.
 - B. Vice President Beggs
 1. Biggest items he is asked about: What is the budget status at UCM, and what it means for areas and positions. When will there be communication?
 - a) President Best will be at the next staff council meeting on February 9, so if there are questions, please submit to your staff council representative.
 - b) Board is meeting on 1/20, so there should be more information to share regarding budget, retrenchment, and academic review.
 2. When will staff members have access to Covid vaccine.

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- a) Beggs shares his opinion and asks all staff to discuss. Opinion is that staff should be considered equal status with faculty. While we exist to teach, the operations of the campus rely on staff. They were the first to return to campus. They interact with potential students.
- b) Is there input at the state level on how staff are considered, or can influence be given by staff at the state level?

IV. Liaison Representative Reports

A. Dr. Shari Bax - Administration

- 1. Commencement was successful in December. She thanked all who volunteered, and congratulated staff who completed degrees. Already planning for spring commencement, which will look a lot like fall. Note: That is Mother's Day weekend. Still asking for volunteers.
- 2. News Bureau communication went out about Covid-19 measures for the spring. All mitigation measures are still in place and will until further notice. State's Covid site about vaccination can be found at this [site](#). UCM will not be a vaccination site. It would be coordinated with Johnson County Community Health. Group/Phase 1B includes faculty and educational staff.
- 3. President Jackson asked if the Board Packet was released, since we have not received it. Dr. Bax stated that she knows what her area is presenting, but hasn't seen the packet yet. Plenary session will be livestreamed.
- 4. Beth Rutt asked, regarding retrenchment, if a timeline has been established as to when details will be shared. Dr. Bax does not know dates at this point. The Provost will send data to the Academic Review Board. They should be finished with the review by mid-February.
- 5. Vice President Beggs stated that some have asked about housing going back to double occupancy. Is this a sign that things are moving more toward "normal?" Dr. Bax stated that we'll be moving from single occupancy to double occupancy in August 2020. Single rooms will now be an additional cost again. It can be viewed as us hoping that vaccine distribution will have made an impact. It is her hope that many will consider the vaccine, if they have access to it.
 - a) Follow up from Vice President Beggs: We tend to follow CDC. What will guide us in making these mitigation efforts? How will we know as staff members that the tide is turning? Dr. Bax stated that we should see declarations from UCM stating what the requirements are. Expect social distancing and masks to remain the norm, as well as other CDC recommendations. Multiple members of the President's cabinet take part in regular calls with the state.

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6. Billingsley asked, regarding double occupancy. If we do have to make changes, is there a hard date set where that decision would be made? Dr. Bax said there is not a date set at this time, but it would need to be set by the time summer orientations began. We would need to work with OT regarding the necessary changes in RMS well ahead of time.
 7. Beggs asks: UCM does require vaccinations or exemptions. Will we do the same for employees, or incentives for vaccinations. Bax responds: We only require vaccinations that are required by the state. She does not think that we would require vaccinations, and conversations about incentives have not taken place to this point.
- B. Joyce Lawson - Human Resources
1. Everyone should have received a new health insurance card. If you did not, contact Joyce or BCBS.
 2. St. Lukes has been telling some people that Blue Select Plus is not in network. This is not correct. We're still a part of the EPO. BCBS is going to approach St. Lukes for some training.
 3. Qualifying events: You can only make changes within 31 days of the qualifying event. You must approach HR within that window.
 4. IN today's UCM Daily, a reminder went out to check Healthier You points. The site was down briefly, but is back up again.
 5. VSP, our vision provider. When we came back on January 4, UCM's coverage briefly disappeared. That has been resolved.
 - a) Walmart is now an in-network provider with VSP. You must log in to VSP to confirm.
 6. Payroll is working on W2's, and Joyce is working on 1095C. Be sure addresses are correct in myCentral ASAP. Strongly recommend electronic receipt of these forms.
 7. Furlough must be taken by March 31. General Counsel was asked what happens if employees don't take it. Are there consequences? It isn't an option. You must do it. Appropriate disciplinary action will be taken if you do not take your furlough time.
 8. Covid-19. Please contact Kenda Jones regarding any questions about Covid (diagnosis, contact, taking care of someone with Covid, etc...)
 - a) In many cases, additional cleaning protocols are required.
 9. Work from Home policy: There is some flexibility for supervisors for that. If you want to work from home for a medical reason. You need to contact HR. There are ADA, FMLA ramifications.
 10. Student assignments and GAs need to be completed
 11. You have til the end of this week to complete EdDev forms.
 12. Re-hiring retirees - No prearrangement be made with a person who is retiring, and you cannot retire a retiree from MOSERS or CURP for 30 days.

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13. Any questions?

C. Glenda Carmack - Faculty Senate (Glenda not here today)

D. Carol Knight & Jill Larsen - Traffic Review Board

1. Did not meet in December. January's meeting is canceled

E. Lisa Toms provided an update on retrenchment.

1. She is drafting the committee's report and recommendations now.

2. It will go forward to the APRC for review and corrections and then to Provost Bridgmon.

V. University Committee Reports

A. Andrea Wiggins - International Affairs

1. Haven't met in 2021 yet. 276 new International students check in last week. Now working to get them enrolled and addressed.

2. ISO is canceling the food show for this year

3. Talent show will happen, and may be virtual, or socially distanced in person. Slated for March 27.

B. Heather Jennings and Sheree Moody - Learning to a Greater Degree

1. No report. Will meet later in the semester.

C. Dawn Gauvin and Rachel Clements - Traffic and Parking Policy

1. No report

D. Trisha Agueros and Carol Knight - Technology Advisory

1. Will meet on January 27. Did not meet in December.

VI. Standing Committee Reports

A. Judy Kenney - Elections

1. Judy is not present. Elections start again in March.

B. Vicki Orcutt - Employee Appreciation

1. Nothing to report yet (She was in quarantine) Staff appreciation breakfast being looked at. Will have more details in the future.

2. Pres Jackson stated the holiday party was fun, and glad for those who could attend.

C. Beth Rutt - Fundraising

1. Next meeting is January 29 at 12:00 at the Rec Center. Everyone is welcome to attend.

2. Plan to have another fundraising initiative to be announced in February. That will be decided in the 1/29 meeting.

D. Carol Knight - Recognition

1. Staff appreciation each event in the spring has been taking place with awards to an exempt and non-exempt staff member. This is funded by the Fundraising efforts of Beth's committee.

2. Please contact Carol Knight as she needs some assistance with this committee.

E. Charlie Rutt and Rachel Clements - Salary and Fringe Benefits

1. No report.

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- F. Supervisors
 - 1. Looking for a chair for this committee
- G. Welcome
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- VII. Old Business
 - A. Shelly Bachus - Ad Hoc Committee Update - Telecommuting Policy & Procedure
 - 1. Some language changes were proposed. Shelly had 2 committee members respond to the proposed language. A deadline will be set so others can comment. Something will be brought forward in February.
- VIII. New Business
 - A. No new business from President Jackson
- IX. Event Updates & Gallery
 - A. Jan 18 - Martin Luther King, Jr. Day Holiday - Offices closed and classes dismissed
 - B. Jan 20 - Board of Governors Meeting
 - C. Feb 8 -13 - [We are UCM](#): Education for Service Week
 - 1. In lieu of homecoming and in conjunction with the 150 year anniversary. The goal is to have this as a campus-wide event, and not just student-oriented. See the website above for details, if you are interested in taking part.
 - D. Feb 13 - Alumni Band Concert
 - E. Feb 13 - Homecoming 2020 Royalty Crowning
 - F. Feb 27 - UCM Athletics Hall of Fame
 - G. Feb 23-25 - Staff Coffee hosted by President Best
 - H. March 13-19 - Spring Break - Classes dismissed
 - I. March 30 - Deadline to complete furloughs
 - J. April 12 - President's gala
 - K. April 23 - First Pitch Banquet
 - L. April 24 - Alumni Foundation: "A Night of Appreciation"
 - M. Opportunity grant opportunities are available. See [this site](#) for details if you have an idea and need funds to assist. Deadline is February 1.
 - N. David Pearce will be joining March Staff Council meeting with a legislative update
- X. Gallery
 - A. Beth: All fitness classes are on Facebook live. You can visit the Rec's Facebook page and see the archives (Zumba, Yoga, Core, etc...)
 - B. Tiffany Cochran stated there are "We are UCM" buttons available at the alumni office.
- XI. Adjournment - Beth Rutt moves to adjourn. Ian Billingsley seconds. President Jackson adjourned the meeting at 3:00 PM

Next Meeting: Next Staff Council meeting is Tuesday, February 9, 2021 at 2:00 PM via Zoom.