

## Staff Advisory Council Minutes

March 9, 2017

Locust Street Building E205A

1:15pm – 3:00pm

<b>Attendance Record</b>			
Administrative/Professional	Crafts/Maintenance	Clerical/Office	Technical/Paraprofessional
Melissa Ingram – x	Duff Bergendahl – x	Liz Beal – x	Christa Keers – x
Julie Loftin – x	Brad Sharp – x	Dayla Botts – x	Jan Judy-March – x
Sean Brown – x	Steve Stockman - o	Carol Heffner – x	Rachel Waggoner – x
Rebecca Bergfield - x	Eric Henley - x	Chrissy Kintner - x	Tammy Browning – o
Brittani Fults (Education & Prevention Coordinator with the Office for Civil Rights & Title IX) – guest speaker			
Alisa Petty – SAC/OSAIV			
HR Ex Officio – Mackenzie Moorefield			
Amanda Frevert (School of Medicine Council) - guest			

**Call to Order:** Chrissy called the meeting to order at 1:15pm.

**Guest speaker(s):** Brittani Fults (Education & Prevention Coordinator with the Office for Civil Rights & Title IX) gave a presentation on the Division of Inclusion, Diversity and Equity. The Division of Inclusion, Diversity and Equity is comprised of 5 Social Justice Centers, Faculty & Staff Development, the Office for Civil Rights and Title IX, the Office of Accessibility and ADA Education and Access & Leadership Development. The division looks at 4 areas for inclusive excellence and those are: access & success, campus climate and intergroup relations, education & scholarship (which is mostly geared toward students, but also includes staff looking at personal and professional development), and institutional infrastructure. The Division of IDE will be hiring 2 more investigators as they receive about 1,000 reports per year. They centralized 2 years ago and started at approximately 300 reports per year. They are working on putting together processes to be more effective. The most common type of discrimination based on staff is sex-based. Sex-based discrimination is required to be reported by employees of Mizzou, even if one only hears something or knows something is going on. More details on reporting can be found at [www.civilrights.missouri.edu/reporting](http://www.civilrights.missouri.edu/reporting). The Division of IDE only has about a year of data on other types of discrimination, but there has been an uptick in discrimination based on race, national origin, and religion. Some confidential resources available are the Employee Assistance Program, Student Health, medical providers, True North and the Counseling Center. Some non-confidential resources are the Office for Civil Rights & Title IX, the Office of Accessibility & ADA Education, Social justice centers, and law enforcement. In trying to be accessible to everyone, the Division of IDE is speaking with different groups on campus to figure out the best times to have an open clinic as well as to gather feedback on how to improve services to staff. Brittani spoke about the process after an incident report is made. They then reach out to the individual to discuss options, rights, privacy and safety. Then, the individual decides whether or not to file a formal complaint (conflict resolution might also be an option.) If a formal complaint is filed, they will begin an investigation. The Civil Rights & Title IX Office provides assistance and works to stop discrimination and prevent its recurrence. They don't launch formal investigations without consulting with the person impacted, though there may be some exceptions, and they do not contact the police without the participation of the person impacted (unless there is an ongoing or immediate threat of harm.) Staff can consult with the Division of IDE if they need help figuring out what to do. They can also help with conflict resolution if necessary. In an effort to increase positive behaviors, the Division of IDE offers training for leadership, resources through social justice centers and diversity trainings, among other things. More information is available on their website, [diversity.missouri.edu](http://diversity.missouri.edu).

### **Upcoming Meetings & Dates:**

- March 23, 2017 – 206 Townsend Hall – Kevin McDonald (Um System Chief Diversity Officer & MU Interim VC for Inclusion, Diversity, and Equity) – guest speaker
- April 13, 2017 – 206 Townsend Hall – Phil Shocklee (with Retirees) – guest speaker
- April 27, 2017 – 206 Townsend Hall
- May 11, 2017 – 206 Townsend Hall – Amber Phelps (HR Specialist) with Total Rewards, Wellness – guest speaker

**Minutes Approval:** Some grammatical changes were recommended for the 2/23/17 minutes. Melissa motioned to pass minutes with changes, Julie seconded, motion carried.

**Secretary/Treasurer Report (Dayla):** The Executive Committee met with Gary Ward on 2/24/17 and talked about some budget ideas. Gary stated that they will be waiting until 2019 to make major changes to parking. The 3 goals he has for parking in the meantime are 1. Start offering reserved spaces 2. Initiate a Ride Share Program and 3. Remove meters on Hitt, University and Tiger and make bike lanes. They will have to pay the City some funds for the removal of these meters. The Executive Committee was asked by Gary to reach out to representatives in Jefferson City and then a couple of days later he asked them to hold off on that. In the meantime Chrissy asked if HR can pull demographic info as far as where staff lives by county and she also asked if they can get a breakdown of staff by Campus, Hospital, Extension, etc. HR rep Mackenzie Moorefield will look into that. The Executive Committee meets again with Gary Ward on 3/20/17 and is scheduled to meet with Chancellor Foley on 3/22/17. The next Round Table meeting is scheduled for 4/12/17.

### **New Business:**

**Open Forum:** The next Staff Open Forum is scheduled for 4/18/17 and a call for questions will be going out soon. Many members of SAC believe that staff will ask a lot of questions regarding the audit report that was recently released. The full audit can be found at [auditor.mo.gov](http://auditor.mo.gov) and there is also a 2 page public summary available.

**Book Discussion:** The SAC is going to table the discussion of *The Great Game of Business* for now as it hasn't been a priority with the budget distractions going on. This will be added back to the agenda in June, after Staff Recognition Week is over.

**Human Resources (Mackenzie Moorefield):** Susan Groshong is working on scheduling 3 days of HRS seminars during Staff Recognition Week. There was an idea to increase the number of wellness incentive points for certain courses that are more intense/time consuming versus shorter, easier courses. Per Mackenzie, Amber Phelps with Total Rewards is in charge of that. Admin will reach out to Amber to let her know the idea as she is the guest speaker scheduled for May 11<sup>th</sup>. Mackenzie let everybody know that MyPerformance begins on 3/15/17 and everybody will be using this system. She informed everyone to watch for communication as they will receive an automated notification. Recorded options will be available as well. Some members of SAC expressed concerns about the MyPerformance system, saying that a lot of supervisors just rate everybody down the line as average to make their job easier. Per Mackenzie, this year comments will be required for every rating, including average, whereas in the past a comment was only required if something other than average was selected. She also recommends reaching out to HR with any issues during the evaluation process. It was brought up that the evaluation requires an electronic signature in order to submit the form, so how does one submit the form if they do not agree with the evaluation? Mackenzie said that a comment can be left at the end of the survey if you don't agree with the evaluation. Many members of SAC requested that more regular training be provided to supervisors so that staff can be more fairly evaluated throughout the year. Mackenzie said that there are trainings available, but they are not mandatory and they do offer a year-long training series that is geared toward new supervisors. The dependent verification audit is ongoing and some staff reportedly do not believe the

information request they have received is actually from Mizzou and it was asked if HR can send another communication out regarding this audit. Mackenzie recommended the SAC direct staff who question the process to HR support.

**Budget:** Nothing to discuss, Chrissy said to keep sending ideas in.

#### **STANDING COMMITTEES:**

**Service Champion (Eric):** Presented Steve Wilson at the Power Plant with the February 2017 award. The presentation for the March recipient is scheduled 3/17/17 for Shannon Ferguson.

**SAC Salutes (Eric):** Nothing to report.

**Marketing & Communications (Christa):** Nothing to report.

**Reaching Out to Staff (Christa):** Nothing to report.

**Education Award (Tammy):** Nothing to report.

**Fundraising (Steve):** Nothing to report.

#### **Staff Recognition Week:**

- **Arts & Crafts (Rebecca):** Rebecca mentioned that they usually serve punch and brownies at the Showcase opening and asked SAC if they'd like to continue doing so. The SAC decided to keep the refreshments.
- **Awards (Rebecca):** All awardees have been determined and all notifications have been scheduled. Also, the Donna Stearns Award recipient has been named and scheduled and the plaque has been designed.
- **Ceremony:** The SAC discussed the options for the ceremony give away objects again and it was decided to wait until Tammy is back before voting on or finalizing anything as she is the Chair of the committee.
- **Events (Dayla):** The Mizzou Store is going to work on a discount promotion for the Wednesday of SRW. CAFNR is paying for chicken for the luncheon.
- **Online Auction/Education Award (Jan):** Nothing to report.

#### **SPECIAL COMMITTEES:**

**Staff Development Award (Julie):** Nothing to report.

**Intercampus Staff Council (Chrissy/Sean):** Nothing to report.

**Campus Space Planning (Chrissy):** The Campus Space Planning and Campus Facilities Planning Committees were brought together and given Gary Ward's Space Planning presentation. They have been charged by the faculty council to figure out what to do next, what steps to take, so that is what they'll be looking at.

**Campus Facilities Planning (Eric):** Nothing to report.

**Capital Review Committee (Jan):** Nothing to report.

**MU Chancellor Search Committee (Chrissy)**: The committee will meet again on Tuesday, nothing to report.

**Total Rewards Advisory Committee (TRAC) (Sean)**: Nothing to report.

**Safe Mizzou Coalition Committee (Julie)**: Green Dot week is coming up. Julie will discuss the information at the next meeting due to time constraints.

**Pending Business:**

**Shared Leave (Rebecca)**: Nothing to report.

**Adjournment:** Jan motioned to adjourn and Melissa seconded, motion carried. Meeting adjourned 3:03pm.