

## Staff Advisory Council Minutes

October 22, 2020

Zoom

1:15pm – 3:00pm

Attendance Record				
A/P	C/M	C/O	T/P	At-Large
Liz Beal – x	Terrance Camp – o	Jacqueline Chenault – x	Stephen Braddock – x	Waleed Atout – x
Hannah Clampitt – x	Ricky Conatser – x	Krystin Cooper – o	Travis Johnson – x	Aric Bradley – x
Heather Horn – x	Mike Duncan – x	Lisa Harrison – x	Sequoyah Moore – o	Dilauna Burks – x
Christy Hutton – o	David Lickliger – x	Sarah Rigdon – x	Rachel Powers – x	Jackie Carney – x
SAC/OSAIV – Alisa Petty - o		-	-	Jasmine Chievous – x
HR Ex Officio – Patty Haberberger (VC for HRS)				Kim Foley – x
ISAC Rep – Dayla Botts - x				
Guest Speaker – Beth Chancellor, VP for Technology & Chief Information Officer and JoAnn Looten, Director of Records and Information Management and Amy McKenzie (Associate Director for HR)				
Guests – Sean Brown, Charlene Thompson, Amanda Gallup, Lee Larrick, Martha Pickens, Billy Jamison				

**Call to Order:** Hannah called the meeting to order at 1:16pm.

**Guest Speaker:** Beth Chancellor (Vice President for Technology & Chief Information Officer) and JoAnn Looten (Director of Records and Information Management) introduced themselves and discussed email policy changes that are being discussed right now. Information shared is a draft and has the potential to change. They are looking at a tentative approval date of November 1, 2020, with a possible implementation date of January 1, 2021. Some recent events have led to a need to change the email policy, such as daily increases in the volume of emails, more folks working from home, new data policy regulations, recent university breaches, etc. JoAnn discussed some regulations and statistical data. They are recommending a modified Capstone approach to email, which will have permanent retention for high profile positions (presidents, chancellors, provosts) and then everyone else will have their inboxes swept of items older than 3 years, deleted items will be swept after 30 days and sent items will be swept at 3 years, as well. Sub-folders will not be swept and so should be used for long-term storage of emails that need to be kept. Once the transition to Microsoft 365 is completed, IT will send communication on where other storage will be kept as they'll be doing away with things like SharePoint and Box at some point. There are some other potential changes such as: email account size of 15 GB, standardized and enforced password reset times across UM, highly restrictive DCL4 data (e.g. patient info, ssn, credit cards) must not be held/stored in a university email account and will have to contact security officer to subscribe to email encryption for sensitive data, use of data loss prevention tools, the end of “email for life” for students and retirees (there is still discussion on this), do not auto-forward university email account to non-university email accounts, never reusing university passwords on non-university systems or accounts and penalties for non-compliance. JoAnn shared some tips to prepare for the email changes, such as beginning to sort through emails before the sweep. There is a “Clean Up Folders” tool in Outlook that will clean out duplicate emails from a folder and will keep only the most recent email in the chain. Questions can be sent to JoAnn at [recordsmanagement@umsystem.edu](mailto:recordsmanagement@umsystem.edu). JoAnn and Beth answered questions.

Amy McKenzie (Associate Director for HR) introduced herself and discussed leave accrual changes. The old process for leave-eligible employees was that the awarding of the accrual and the recording of the usage would happen immediately after a pay period. August 1<sup>st</sup> a System team put into policy a change to make the accrual process a little more administratively efficient on the processing side and also to fix a few issues with the HR policies that they were encountering pretty heavily with payroll reduction measures. That

change became effective August 1<sup>st</sup>. Bi-weekly accruals run the Sunday following the payroll. For monthly, they now run accruals at the same time the bi-weekly accruals run – every other Sunday. The recording of usage of leave did not change. Amy answered questions. Per Patty, there is a System-wide committee that is reviewing all leave time and they just had their first meeting and if they will have any changes, it will have to go through normal governance channels, but it will be awhile before we know anything. Amy confirmed that for exempt employees, all paid time off is automatically approved, so it should help with accurately recording leave balances.

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

- November 12, 2020 – Zoom, Assistant Vice Chancellor Andy Hayes and Amber Lammers, guest speakers
- December 10, 2020 – Zoom, Vice Chancellor Gary Ward, guest speaker
- January 7, 2021 – Zoom, Provost Latha Ramchand, guest speaker
- January 21, 2021 - Zoom

**Minutes Approval:** Minutes for October 8, 2020 were discussed. Dilauna moved to approve the minutes. Rachel seconded. Motion carried.

**Secretary/Treasurer Report (Heather):** Nothing to report.

### **New Business:**

**System and MU Awards** – Christine Holt, the Chief of Staff, reached out to Hannah and Chair of System SAC to talk about some ideas about maybe aligning System and MU recognition awards. They had their first meeting to talk about what they do for staff recognition. Hannah feels like milestone years of service could possibly be aligned, but feels it's important to have our individual campus recognition awards. She let them know it would have to be discussed as a council. This topic will be added to the next meeting for discussion and members can send ideas/comments to Hannah in the interim, as well.

**Committees** – Hannah met with Ben Trachtenberg, who's been charged with cleaning up the committees on campus and finding ways to reduce the amount of committees and make the committees we have more effective. They are looking at the Chancellor's standing committees as the Provost's committees will stay. They are trying to figure out how many staff to include on the newer, overarching committees that would be created. This topic will be discussed more in the future.

**Preferred Names** – There is a way to go in the system and select a preferred name to use in business communications. Admin sent an attachment with instructions via email.

**SRW 2020 Awards Presentation with President Choi** – Hannah reported that they are working with Janet Waibel (President Choi's executive assistant) to schedule some sort of award recognition for the major awards. It will possibly be a sort of socially-distant drop in for a photo with President Choi. More information to come as details are finalized.

**Child Care Center for MU Families** – Patty discussed in the HR report.

**Retention Incentive Pay for Frontline Custodial Staff** – Patty discussed in the HR report.

### **Old Business:**

**Grad Student Discount for Staff** – The benefit is at the undergraduate rate. It can be used for graduate level classes, but the benefit applies to 75% or 50% of the undergraduate rate of tuition.

**Human Resources (Patty Haberberger):** There is some discussion around inclement weather and the emergency closure policy. It is possible that they won't have a campus closure and will just have folks work remotely. They have a meeting about it this afternoon and will figure out what to do about folks who still have to come to campus and what to do about staff who can't come to campus, but can't work remotely, etc. The Adventure Club is opening up the child care center to campus. Patty discussed the retention

incentive. There was a miscommunication and there were some things that were supposed to happen first before the incentives were processed. The incentive is for a particular group of custodians because there's a very high turnover rate and Operations is having a difficult time filling and keeping custodians who work in the residence halls, so it's strictly a retention incentive, not for essential pay. They are in the process of getting the file ready for Amy and they are going to split it into two incentive payments. Folks are being asked to sign a retention incentive agreement and that means they are agreeing to stay through May 31<sup>st</sup> in order to receive both of those payments. If they leave for any reason other than no fault of their own, they would have to pay it back on a pro-rated basis. Patty will take back the idea to try and offer translation services for emails and communications to non-English speaking staff as System was looking into it at one time and she has a meeting this afternoon. Patty will also check with Marketing and Communications on campus to see if they are working on anything to help with email communications. Also, Hannah reminded everyone that open enrollment is coming up in four days. There were some questions about if it would be possible to make the tuition assistance enrollment automatic. Beth Chancellor will look at the technical side of it to see if it's possible, before taking it further to HR.

#### **STANDING COMMITTEES:**

**Elections (Liz)**: Nothing to report.

**Fundraising (Jacqueline)**: They are working to schedule a meeting for the first week in November.

**Inclusion, Diversity & Equity (Jackie)**: The purpose statement is completed; no one offered any feedback. They are working on Ombuds position recommendation (14 of 21 peer institution schools have a position), best practices for serving on search committees, creating internal training for reviewing awards as requested by the Executive Committee and continued outreach to other IDE committees/councils on campus.

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

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

**Service Champion (Liz)**: They just scored the newest selection. Admin will send out the information and will work to schedule the presentations.

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

- **Awards/Ceremony Committee (Dilauna)**: Nothing to report.
- **Events Committee (Ricky/Heather)**: Heather reported that the committee met last week to discuss ideas for SRW events. They will meet again next month.

**Video Series (Aric)**: Nothing to report.

#### **SPECIAL COMMITTEES:**

**Campus Facilities Planning/Space Utilization Committee (Sean)**: They met a couple of weeks ago to recap for the start of the new year. No new information to share at this time.

**Campus Space Utilization Committee (Dilauna)**: Nothing to report.

**Census Committee 2020 (Jackie)**: The court overturned the extension. Counting has stopped and stats will be released in the upcoming months.

**Chancellor's Military and Veterans Standing Committee (Jacqueline)**: Nothing to report.

**Intercampus Staff Council (Hannah/Jacqueline/Liz B./Dayla)**: Nothing to report.

**Mizzou/System Code of Conduct Core Team (Jacqueline)**: They are scheduled to meet next week.

**Parking and Transportation Committee (Aric)**: Nothing to report.

**Resource Allocation Model Committee (Liz/Sean)**: Sean reported that the RAM subcommittees are still meeting regularly, but are still in the information gathering phase. There is a survey being created for work-from-home employees, but it is still in the design phase.

**Safe Mizzou Coalition Committee (Jackie)**: Nothing to report.

**Search Committee for the VC for Research and Economic Development (Hannah)**: They had the interviews last week and then they met with the President and Provost on Monday to give recommendations and they will determine how many folks to bring to campus for finalist interviews.

**Task Force for Contextualization of the Thomas Jefferson Statue (Liz)**: They are meeting every other week. Their goal is to have something to give President Choi by the end of December.

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

**United Way Committee (Hannah)**: The campaign is looking strong. Folks can make pledges online.

**University of Missouri Leaders Meeting (Hannah)**: Nothing to report.

**Adjournment:** Lisa moved to adjourn. Dilauna seconded. Motion carried. Meeting adjourned 2:52pm.