Staff Advisory Council Minutes  
January 24, 2019  
305 Hill Hall  
1:15pm – 3:00pm

Attendance Record

<table>
<thead>
<tr>
<th>Administrative/Professional</th>
<th>Crafts/Maintenance</th>
<th>Clerical/Office</th>
<th>Technical/Paraprofessional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Horn – x</td>
<td>Ronnie Moten – o</td>
<td>Liz Beal – x</td>
<td>Jan Judy-March – x</td>
</tr>
<tr>
<td>Ryan Gavin – x</td>
<td>Brad Sharp – x</td>
<td>Dayla Botts – x</td>
<td>Rachel Powers – o</td>
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<tr>
<td>Sean Brown – x</td>
<td>Ricky Conatser – x</td>
<td>Liz Zufall – x</td>
<td>Scott Noble – x</td>
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<tr>
<td>Hannah Clampitt – x</td>
<td>David Licklider – x</td>
<td>Regina Baer – x</td>
<td>Robbie Merrill - x</td>
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Alisa Petty – SAC/OSAI

HR Ex Officio – Alan Toigo (HR Consultant Sr.)

Guest Speaker(s): Mike Sokoff (Director, Parking & Transportation Services), Christine Schneider (Office Support Associate, P&T) and Raymond Cecora (Office Supervisor, P&T)

Guests: Meghan Alexander (College of Ed Council) and Tatiana Mays (Hospital Council)

Call to Order: Liz B. called the meeting to order at 1:14pm.

Guest Speaker(s): Mike Sokoff (Director, Parking & Transportation Services), Christine Schneider (Office Support Associate, P&T) and Raymond Cecora (Office Supervisor, P&T) spoke about parking. They try to educate folks on campus about what they do, how and why. On a daily basis they operate with about 22,000 parking spaces. There has been a reduction of spaces of about 2,000, mainly due to building construction and such. Everyday they park approximately 45-50,000 people on campus, including the healthcare side and visitors and guests to the university continue to grow. Last year, there were over 1,500 events on campus and they handle all of the parking for those events as well. In 2016, they had a master plan completed by an outside consultant and as part of that planning session (which lasted about a year and a half) they completed a lot of surveys. One of those surveys showed that 90% of staff are one person/one vehicle. Mike discussed how they prioritize parking on campus. This prioritization is an administrative decision, not a P&T decision, but it is approved by the transportation committee. Faculty and staff are priority when it comes to parking and students are second, then visitors, vendors, guests, construction, etc. Faculty and staff go online and fill out an application and then they are assigned to the lot or structure closest to the building in which they work, based on space availability. Grad students and seniors have priority over other student groups. ResLife students also have some priority since they live on campus. Most universities of similar size have a P&T staff of 40-60 members. Mike has a staff of 12, many of whom do multiple jobs within P&T.

On average, they issue 80,000 citations per year and collect on about 40-50% of those. The license plate recognition software they have now makes them more efficient and they’ve been able to reduce some costs in labor and equipment. Ray and his assistant review every citation before it’s sent out. If they notice any O’s or I’s, they try to correct those and will not send out a citation as it’s just an entry error. An error that causes quite a few citations is people forgetting to remove rental car information from the system when they’re done using the vehicle. Students cannot get their diploma if they have unpaid fees, including parking fees. They have been dealing with an issue on 18,000 pound vehicles lately. Many times, these vehicles only have one license plate on the front of the vehicle and since they have to be able to see the license plate for the LPR system to work, people have been getting citations. To help fix this, they have selected some spaces on the end of some levels in the parking structures and they’ve marked those spaces
as reserved for 18,000 pound vehicles. They give a $150 citation if they can’t read the license plate and a $300 citation for parking in an accessible space without the appropriate accessible placard in place. Mike noted that folks with a hanging tag need to register that tag with the university. Temporary accessible parking can be obtained, if needed, by contacting Parking & Transportation Services.

Liz B. asked if there’s a way to add a secondary email to the account to try and help those staff members who do not use computers. Christine stated that they can add a secondary email, but that needs to be done by calling the P&T office, otherwise it can cause login issues with their account.

Mike stated that it’s been almost 23 years since they’ve raised parking rates at MU. MU is in the bottom 10% when it comes to charging for parking on campus. It is not sustainable as it costs more money every year just to operate what there currently is. Parking & Transportation has a budget of about $4.9 million. The last 18 inch snow in 2011 cost $500,000 to remove. Mike does not have any numbers for the cost of snow removal for this year, yet. There will be no changes to rates this year, but it is a year to year basis and is based on the financial stability of the university. They are a self-sustaining, auxiliary department. They would like to have a formalized carpool program, where members who are registered to carpool would get a specific carpool parking area and a reduced rate for carpooling. The university will not build another parking structure for at least 10 years. It costs $30 million to build a structure with 1,000 spaces and the land use has to be committed for 60 years, which is the approximate life of a parking structure. Conley and University parking structures are almost 30 years old.

Sean asked what parking will look like for the new TPMC building. Per Mike, they are in the process of moving folks from CG1 (based on seniority) into garage 7 and folks from garage 7 into Tiger garage as they have space.

Per Mike, they have lost some parking spaces to some new construction. They also used to lease more lots, but have stopped leasing most of those lots due to the lot owners charging 3 times what P&T collects for permits. They are also working on a plan to not allow students to park in Turner next year and keep it for faculty, staff and visitors only.

Upcoming Meetings & Dates:
- February 14, 2019 – 305 Hill Hall, will leave early for 2:30pm meeting with MUHC and System councils, Cindy Harmon, guest speaker
- February 28, 2019 – 305 Hill Hall
- March 14, 2019 – 305 Hill Hall, Marshall Stewart, guest speaker
- March 28, 2019 – 305 Hill Hall

Minutes Approval: Sean moved to approve the minutes from 1/10/19. Ryan seconded. Motion carried.

Secretary/Treasurer Report (Dayla): The Executive Committee met with Gary Ward and Chancellor Cartwright on 1/15/19. They discussed the new part-time award. They are waiting on a response from Marty on whether the chancellor will provide funds for the award or not. Dr. Cartwright seemed supportive, but they’d like the approval in writing. Chancellor Cartwright would also like to try and find a way to recognize folks for their continuous years of service. He is also concerned about how part-time staff are not considered for the pool of raises. They also discussed the benefit cost allocation changes. The Executive Committee brought up staff concerns. The Executive Committee met on 1/22/19 and talked about pulling the revenue ideas back together before the round table meeting with the provost in April.
They also discussed gathering numbers on the staff development and education awards to see how many staff are awarded and how much is awarded, along with how many apply, etc. They meet with Gary Ward again on February 6th.

**New Business:**

*Show Me Mizzou Day* – Liz B. reported that information on this event went out to vice chancellors, department chairs and deans. It will be a big campus-wide open house. Some people have asked if the SAC would like to be a part of the event, possibly partner with HR. There was no interest in this.

*Shared Presence Definition from ISAC* – Liz B. passed out a document with ISAC’s definition of shared presence, which is essentially the staff version of shared governance. The Executive Committee is asking for SAC feedback before ISAC finalizes the definition. ISAC uses this term a lot and wants to make sure everyone is using it the same way, especially when communicating with the Board of Curators. Any feedback needs to be sent to the Executive Committee by the next SAC meeting.

*Homecoming Float (added during meeting)* – Liz B. stated that the faculty council is interested in partnering on a float for homecoming. This will be discussed more in the future.

**Old Business:**

*SAC Review Committee Non-Participatory Members* – There was some question as to how to deal with committee members who are not active on the SAC review committees. The SAC discussed and the consensus is that the chair of the committee should keep track of attendance and have a conversation with non-participatory members as well as the SAC AdHoc member or chair of the SAC to keep the SAC informed.

*Video Project/Open Forum Replacement* – Liz B. reported that the SAC has the go-ahead to move forward with this project and now need to figure out the next steps and timeline. She suggests having the first video include some members from the SAC as an intro to the activity. The Marketing & Communications Committee will start the running of this project.

**Human Resources (Alan Toigo):** Alan reported that HR launched a new online justification for increase form. He also reported that the Board of Curators voted to change the layoff policy for faculty and staff. The new staff policy became effective 1/1/19. He encourages staff to go to the HR policy manual and read the new layoff policy information. The vice chancellor changed the process for terminations for salaried staff. There is progressive discipline for non-exempt staff, but there wasn’t a program for salaried staff. Vice Chancellor Haberberger will now need a performance improvement plan on file before an exempt/salaried staff member can be terminated (unless gross misconduct.) Alan also noted that we’re headed back into performance evaluation season. They are trying to talk to employees to normalize the evaluation language and how to better fill out the evaluation form, etc. There is not a dedicated rep for MyPerformance in HR yet since Makenzie Moorefield took a role with UM System.

**STANDING COMMITTEES:**

*Education Award (Liz Z.):* The committee is still working on edits, should be done tomorrow.

*Fundraising (Jan):* Jan is trying to get another call day scheduled as the last day was cancelled due to weather. Admin will follow up with Shakespeares to get a new date for the fundraiser as they did not get the corrected flyer back in time to advertise for 1/26/19.

*Marketing & Communications (Liz Z.):* Nothing to report.

*SAC Salutes (Sean):* Nothing to report.
**Service Champion (Sean):** The presentation for the January recipient, Glenda Pape, is scheduled for January 30th at 8:30am. Liz B. will present the award as Sean and Alisa will both be unavailable.

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

**Staff Recognition Week:**
- **Online Auction (Jan):** Same notes as fundraising.
- **Arts & Crafts (Rebecca):** Nothing to report.
- **Awards (Sean):** They are working on the part-time award and are also still working on a name for the award. Regina moved to make a COSA PT/Temporary award with the criteria sent by Dayla. If it doesn’t get approved for the funding, the award will consist of a plaque only. Jan seconded, motion carried. The call for nominations should go out next week. Last year there were 0 nominations for the Alumni Award. Sean reached out to Todd McCubbin to see if we can either remove the restriction to exclude those who work in development/alumni or to see if there’s a way to reach out to get more nominations. Sean will follow up to see if we can continue the award this year and possibly reach out to their department to try and get nominees.
- **Ceremony (Sean):** Nothing to report.
- **Events (Dayla/Hannah):** The luncheon will be May 22nd and they are going to combine the fun day and the luncheon on that Wednesday. They will get Truman and the helmet car again and CAFNR will sponsor the chicken for the luncheon.

**SPECIAL COMMITTEES:**
- **Campus Space Utilization Committee (Sean):** Nothing to report.
- **Capital Financing Advisory Committee (Dayla):** Nothing to report.
- **Digital Accessibility Advisory Board (Ryan):** Nothing to report.
- **Intercampus Staff Council (Liz B./Hannah/Chrissy):** ISAC discussed shared presence again. They are setting goals for the year (on the calendar year) and they are to go back with a mission statement and some goals for the year. Liz B. asked the SAC to send any thoughts on what members would like to see ISAC do to either her or Hannah. President Choi invited ISAC members to a basketball game in his box. Liz B. would like to work to try and have Chancellor Cartwright do something similar for SAC members.
- **MU History Working Group (Liz Z.):** The subcommittees will offer reports on their initial findings to the main group on January 29th.
- **Resource Allocation Model Committee (Liz B.):** Nothing to report.
- **Safe Mizzou Coalition Committee (Hannah):** Nothing to report.
- **Total Rewards Advisory Committee (TRAC) (Sean):** The committee met and talked about the benefit rate and not much else.
Vice Provost for Student Affairs Search Committee (Liz B.): There will be an open forum to get feedback from staff on 1/28/19 at 3:30pm. The committee will meet after the forum as the consultants will be there.

Adjournment: Liz Z. moved to adjourn and Ryan seconded, motion carried. Meeting adjourned 2:57pm.