Staff Advisory Council Minutes
January 25, 2018
E205A Locust Street Building
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>Melissa Ingram –</td>
<td>Ronnie Moten –</td>
<td>Liz Beal –</td>
<td>Megan Thompson –</td>
</tr>
<tr>
<td>Julie Loftin –</td>
<td>Brad Sharp –</td>
<td>Dayla Botts –</td>
<td>Jan Judy-March –</td>
</tr>
<tr>
<td>Hannah Clampitt –</td>
<td>Eric Henley –</td>
<td>Chrissy Kintner –</td>
<td>Tammy Browning –</td>
</tr>
<tr>
<td>Alisa Petty – SAC/OSAIV –</td>
<td>not in attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Ex Officio – Patty Haberberger (VC for HRS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest Speaker(s): Marcus Glover (UM System HR and MU Provost Search Committee)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Call to Order: Chrissy called the meeting to order.

Guest speaker(s): Marcus Glover with UM System HR and the MU Provost Search Committee attended. They launched the search on Monday and had an open forum. They are meeting with constituent groups to discuss what people would like to see in a new leader. Additional comments and feedback can be sent to the organizational email account. Marcus explained that the Provost has a very strong role when it comes to faculty and student engagement as well as the work that’s being done on campus. They are looking to bring finalists to the campus before the semester ends. Some comments from the SAC were: that it would be nice to have a Provost who is a little more engaged with staff and not just faculty and students, that it would be important to have a Provost who’s comfortable navigating first amendment and discrimination challenges on campus, social media and in the classroom, someone who has a grasp on enrollment management, someone who has experience in a higher administration role in education, have an understanding of the AAU standings and complexities of the institution beyond campus (hospital, extension, etc.), experience with conflict management and implementing change, an ability to work well and have a good relationship with the Chancellor and other administration, and perhaps a little bit of political savvy. Some additional qualities would be someone who takes ownership for decisions, is approachable, someone who is willing to stay at the university to help stabilize through transformation, someone who is supportive and mindful of staff, someone willing to look at best practices and make changes, and someone who is transparent and skilled in media relations. Chrissy reminded the group that she’s the staff representation on the committee so they can forward additional comments to her as well.

Upcoming Meetings & Dates:
- February 8, 2018 – SAC Meeting – E205A Locust Street Building
- February 22, 2018 – SAC Meeting – 206 Townsend Hall
- March 8, 2018 – SAC Meeting – 206 Townsend Hall, Gary Ward – guest speaker
- March 22, 2018 – SAC Meeting – 206 Townsend Hall

Minutes Approval: Steve motioned to approve minutes from the December 14th meeting, with changes. Julie seconded. Motion carried.

Secretary/Treasurer Report (Dayla): The Executive Committee met with Gary Ward on the 19th. Gary gave an update on the Student Affairs Consultant. He said they’re forming four working groups for the
Student Affairs: First Year MU Experience, Thriving and Engagement, Residential Life Experience and Academic Experience. They hope to start having something in place by Fall. Per Gary, they are going to start surveying buildings over spring break, but no decisions have been made at this time. Gary encourages the SAC to motivate staff to complete the Administrative Review Survey and to be honest. There is a round table meeting with Eric Vogeweid, scheduled for next week to discuss the survey prior to staff getting the information. SAC will be part of the testing group for the survey. There will also be open labs, proctors and call centers available for assistance during the survey. The Executive Committee met on the 19th and wanted to know what the SAC thinks about creating a permanent hashtag for social media to use for events and such relating to the SAC - #MIZSAC. Members of the SAC agree that this is okay to use. They also discussed reformatting mass email templates to include a calendar of upcoming dates at the bottom of the page. The Executive Committee met with the Chancellor yesterday and they asked if he would like to update anything with the Staff Open Forum format. They discussed creating a Qualtrics form for questions and the possibility of limiting the number of characters for each question. The goal is also to begin the Open Forum with remarks regarding what has been accomplished for the year and what’s coming up. Chancellor Cartwright also said that he gave the committee leaders of February 1st to come up with goals to work on from the campus climate survey. They would like to have goals to focus on announced by March. Patty Haberberger said that the Chancellor is asking for the goals to focus on and how they will be measured, what metrics to look at in order to put those on the website.

**New Business:**

**MU Inclusive Excellence Award:** Liz Z. and Sean reported that the award has been created. They will award 2 recipients at the Staff Recognition Week ceremony and Dr. McDonald will present. Each recipient will receive $1,500 and a plaque. The Office for Civil Rights & Title IX will have a seat at the interviews and will also screen nominations to make sure they are clear of any equity matters for the past 5 years. If anyone has questions, they can email Sean.

**MU Strategic Plan:** Chrissy reported that the Strategic Plan committee reached out to ISAC as this will be system-wide as well as for each campus. They have created 5 committees: Liz B. will serve on the Committee for Excellence and Inclusion, Chrissy will serve on the Committee for Excellence and Engagement and Outreach, Katlynn Adkins (with System) will serve on the Committee for Excellence and Research and Creative Works, Tiffany Izard (with UMSL) will serve on the Committee for Excellence and Student Success, and Sylvia Dees (with Rolla) will serve on the Committee for Excellence and Planning Operations and Stewardship. Chrissy will keep the SAC posted on the progress.

**Council for Inclusive Excellence:** They are creating a Council for Inclusive Excellence and Chrissy requested that there be a representative from the SAC as well as a member of the staff at large. She forwarded the information to Melissa as head of the Ad Hoc committee and they will keep the SAC informed of the status of this council as it hasn’t officially formed yet.

**Human Resources (Patty Haberberger):** Patty reported that the leaders of the Campus Climate committees (faculty/staff/students) have been charged by Chancellor Cartwright to put together their action items by February 1st. They would like to have details on metrics and how these will be measured as well as a timeline by March in order to post online to measure progress. She has met with Chancellor Cartwright and discussed the staff action items which are: centralize the hiring process, training for anyone hired to manage people or with access to systems, work-life balance, review paid leave policies (the Shared Leave committee is still meeting about that policy and they are also reviewing the family sick leave policy in conjunction with the Shared Leave program), and professional development.
STANDING COMMITTEES:

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

**Fundraising (Steve):** Steve reported that averaged about $330 off the first 2 games and he thinks the total will come in around $2,000 total for the 5 games worked. Steve recommends doing something for the staff volunteers who came in to help. Marsha Huckabey is the contact for Levy and she presented the opportunity to work during a concert, there is a good possibility it would earn more money than the basketball games.

**Marketing & Communications (Tammy):** The Marketing and Communications Committee sent the draft flyer and email for new employees. The SAC will send feedback, the committee will update and send to the SAC for review again.

**SAC Salutes (Eric):** Presented the Missouri College Advising Corps, Fall 2017 recipient, with the award on January 18th at 4:30pm.

**Service Champion (Eric):** The committee has selected Taylor Yeagle as the January 2018 recipient and the presentation is scheduled for January 30th at 9am.

**Staff Development Award (Melissa):** The SAC voted via email and approved the review committee’s selections for the Winter 2018 round. Admin notified applicants of the results.

**Staff Recognition Week:**
- **Online Auction (Jan):** Jan will be calling again soon. The letters went out in January and she will be putting out another request for calls, pick ups and baskets, soon.
- **Arts & Crafts (Rebecca & Megan):** Nothing to report.
- **Awards (Sean):** Nothing to report.
- **Ceremony (Tammy):** Nothing to report.
- **Events (Dayla):** They have been meeting, but have nothing to report at this time.

SPECIAL COMMITTEES:

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

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

**Capital Financing Advisory Committee (Dayla):** The committee has scheduled the next two meetings.

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

**Chancellor’s Cabinet (Chrissy):** There is a special meeting scheduled for Tuesday for the Chancellor’s Cabinet to see the 160 over 90 brand concept. They discussed the new state budget cuts and how campus will probably see some cuts.

**Digital Accessibility Advisory Board (Tammy/Christa):** Nothing to report.

**Faculty Council:** Nothing to report.
Intercampus Staff Council (Chrissy/Liz B.): Nothing to report.

Provost Search Committee (Chrissy): Nothing to report.

Resource Allocation Model Committee (Liz B.): Met on December 18th and worked on setting some guiding principles that will help support any future recommendations. They also set up future meeting dates. The next meeting will be January 31, 2018.

Safe Mizzou Coalition Committee (Hannah): Nothing to report.

Search Committee for the Assistant Vice Chancellor for Civil Rights & Title IX & ADA (Liz B.): The committee has been meeting and things are moving along.

Steering Committee for Administrative Performance & Process Improvement Project (Chrissy): Nothing to report.

Strategic Enrollment Management Committee (Chrissy): Nothing to report.

Tobacco Free Mizzou (Chrissy): Chrissy asked for someone to replace her as the representative on this committee. Julie volunteered to be the new rep and Chrissy will notify the committee of the change.

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