Staff Advisory Council Minutes  
March 22, 2018  
206 Townsend Hall  
1:15pm – 3:00pm

<table>
<thead>
<tr>
<th>Attendance Record</th>
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<tbody>
<tr>
<td>Administrative/Professional</td>
</tr>
<tr>
<td>Melissa Ingram – x</td>
</tr>
<tr>
<td>Julie Loftin – x</td>
</tr>
<tr>
<td>Sean Brown – x</td>
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<tr>
<td>Hannah Clampitt – x</td>
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<tr>
<td>Alisa Petty – SAC/OSAIV</td>
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<td>HR Ex Officio – Patty Haberberger (Vice Chancellor for HRS)</td>
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<td>Guest Speaker – Marshall Stewart (Vice Chancellor for Extension and Engagement)</td>
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Call to Order: Chrissy called the meeting to order at 1:15pm.

**Guest Speaker(s):** Marshall Stewart (Vice Chancellor for Extension and Engagement) introduced himself to the SAC and gave some background information on himself and how he came to MU. He has been on 6 search committees since he started with the university. He spoke about how there are three things that everyone agrees on – they want a strong economy, quality healthcare, and a good education system. He discussed how 71% of Missourians don’t have access to broadband and how bringing broadband to those areas will increase the economy, education and quality of healthcare in those regions. They are working on getting electric cooperatives to partner on this to try and get broadband to those people. He also discussed the possibility of getting an athletics representative on each extension council. He has increased efforts to engage the whole institution. Last spring they formed the MU Engagement Council and they now have over 155 people on the council from all disciplines. He spoke about how this is an opportunity to reset the dial and think about how we engage the institution broadly. Members of the SAC discussed wanting to try and reach out to staff members who work in extension offices, particularly during Staff Recognition Week, and Marshall said to send ideas to him and he will get those to someone on his staff who will be able to work with SAC.

**Upcoming Meetings & Dates:**
- April 2, 5, 6, and 9, 2018 – COSA Interviews – 194A&B GSB
- April 12, 2018 – SAC Meeting – 206 Townsend Hall
- April 23, 2018 – Spring Open Forum – Stotler Lounge, Memorial Union
- April 26, 2018 – SAC Meeting – 206 Townsend Hall

**Minutes Approval:** Julie motioned to approve minutes from the March 8th meeting, Eric and Steve seconded. Motion carried.

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

**New Business:**
**Ceremony Programs:** The SAC discussed the cost of programs to order 200, 300 or 400 for the SRW Awards Ceremony. It was decided to order 200 programs this year.
Plaques for SRW Awards: The SAC discussed the cost for plaques for SRW Award winners and finalists. They discussed whether finalists need a plaque or if a certificate would be okay instead.

Pins for SRW Service Year Awards: Admin discussed the cost to order new service year pins ($5,184) or ribbons ($825) as there are not enough 5 year pins left and would need more of each remaining year for SRW 2019. It was decided to ask Chancellor Cartwright what he'd like to do, if he'd like to continue the program.

FY19 Budget: The Executive Committee discussed how they've been asked to budget for a 15% cut to both the SAC and the Staff Development Award budgets. They are still looking at the budget and planning and will share the draft budget when ready. Liz and Chrissy met with Gary Ward yesterday and discussed the cuts to the Staff Development Award, which is funded from money the chancellor provides and has been cut with everything else. The program started with $75,000 per year to award over 3 rounds and is now at roughly $54,674. Chrissy let Gary know that there is a point where there's not enough money to be effective and that is getting close. Gary recommended that the SAC possibly look at getting sponsorship for some of the awards for Staff Recognition Week. He asked the Executive Committee to write up a proposal and then he would approach some businesses to see if he can get business sponsorship. SRW awards are typically $14,200 plus $1,100 to cover the employee taxes. Sean also proposed looking at reducing the number of rounds for the Staff Development Award to 1 or 2 instead of 3, in order to provide more awards per round as funding is going down.

Human Resources (Patty Haberberger): Patty reported on the numbers for the Activity Analysis Survey. There was 93.9% participation system-wide and the Columbia campus had the highest participation rate at 94.3%. Patty also reported that there is now an affirmative action officer on campus and her name is Lisa Barnum. Lisa will be working with Teresa Long on a new affirmative action plan this year and she will report through IDE. Patty passed out copies of the draft campus climate action plan for staff, which she submitted to the chancellor with some deliveries and measures. She is now waiting for the chancellor to decide what he wants to work on and those items will be posted on his website.

STANDING COMMITTEES:
Education Award (Tammy): Nothing to report.

Fundraising (Steve): Steve reported that he has obtained permission to host a raffle whenever the SAC is ready and he will get an official email stating this information tomorrow. He would like to sell 500 tickets for $20 each and will have 3 prizes, for example: a week stay in Gulf Shores, AL with gift cards; a week stay in Gulf Shores, AL without gift cards. Winners for the raffle will have to submit a 1099 at the end of the year. Admin reported that the basketball concession fundraiser raised $1,499.43.

Marketing & Communications (Tammy): Chrissy updated the letter for the Service Champion Award recipients, which will come from the chancellor and the SAC. Chancellor Cartwright has to review the letter and approve it before being put into effect.

SAC Salutes (Eric): The presentation for the Winter 2018 recipient, the School of Music, is scheduled for April 24th at 3pm.

Service Champion (Eric): The committee is making selections for February and March recipients. A call for nominations went out 3/16/18.

Staff Development Award (Melissa): Nothing to report.
Staff Recognition Week:

- **Online Auction (Jan):** Jan reported that she is still in need of baskets, tissue paper, etc. for auction bundles. Admin will update the collection list again and she has more donated items ready to be picked up.
- **Arts & Crafts (Rebecca & Megan):** Megan reported that a participant is donating a special cake and the mass email with the participation form will go out the first week of April.
- **Awards (Sean):** Sean reported that there are no Alumni nominations yet. All of the interviews are scheduled and the calendar invites have been sent. He asked that anyone who cannot attend to review for their category, notify admin as soon as possible.
- **Ceremony (Tammy):** Ceremony items were discussed in New Business. She is talking with the Disability Center about the captions and they discussed options for the announcer at the ceremony. Julie recommended Jarrett Sutton and she will reach out to him on Facebook to see if he’d be willing to participate.
- **Events (Dayla):** The committee has been meeting, but no concrete plans are set as of yet.

SPECIAL COMMITTEES:

**Campus Facilities Planning Committee (Eric):** The committee met and discussed combining the CF Planning Committee and the Campus Space Committee. They discussed reducing the square footage on campus. They will be looking at 20 buildings but no decisions have been made. They also discussed the need to centralize the scheduling of classrooms and conference rooms, etc.

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

**Capital Financing Advisory Committee (Dayla):** The committee met and went to a presentation. They will now be more of a confidentiality group, so she will have less she is able to discuss moving forward.

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

**Chancellor’s Cabinet (Chrissy):** Nothing to report.

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

**Faculty Council (Liz B.):** Gary Ward was a guest speaker. Faculty discussed the fact that they weren’t consulted for the hiring of the Dean of Students.

**Intercampus Staff Council (Chrissy/Liz B.):** ISAC is scheduled to meet again on April 10th.

**Provost Search Committee (Chrissy):** The committee is scheduled to meet again tomorrow.

**Resource Allocation Model Committee (Liz B.):** The committee is now meeting weekly. They plan to have suggestions ready by May so that Rhonda can present them to the chancellor. They are making progress.

**Safe Mizzou Coalition Committee (Hannah):** Nothing to report.
Search Committee for the Assistant Vice Chancellor for Civil Rights & Title IX & ADA (Liz B.): Candidates are coming to campus on April 2\textsuperscript{nd}, 3\textsuperscript{rd}, and 6\textsuperscript{th}. They will have open forums from 3:30pm-4:30pm in the Reynolds Alumni Great Room on those dates. The search committee is done and this item will be removed from the agenda.

Strategic Enrollment Management Committee (Chrissy): Chrissy reported that they are setting up April, May, and June meetings. All subcommittees are now discussing draft tactics. Keeling and Associates will attend the April meeting as well since this work will overlap with that of Student Affairs.

Tobacco Free Mizzou (Julie): The committee met and voted to pass the draft changes to the tobacco free policy. There were some concerns about staff being penalized for reporting when the policy is broken and they will take those concerns to Gary Ward when they present him with the draft changes. Richard Reuben from the law school was the only dissenting vote and he voted by proxy as he was not able to attend in person.

Total Rewards Advisory Committee (TRAC) (Sean): Not discussed during meeting as ran short of time.

Adjournment: Liz Z. motioned to adjourn, Sean seconded. Meeting adjourned 3:18pm.