Staff Advisory Council Minutes  
March 26, 2020  
Zoom  
1:15pm – 3:00pm

<table>
<thead>
<tr>
<th>Attendance Record</th>
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<tr>
<td>A/P</td>
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<tr>
<td>Liz Beal – x</td>
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<tr>
<td>Hannah Clampitt – x</td>
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<td>Ryan Gavin – x</td>
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<td>Heather Horn – o</td>
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Alisa Petty – SAC/OSAIV  
HR Ex Officio – Patty Haberberger (VC for HRS)  
ISAC Rep – Dayla Botts  
Guest Speaker(s) – Mark Foley (Manager of Surplus Operations and Asset Management)  
Guests – Melody Cook, Sean Brown, Krystin Cooper, Martha Pickens, Kathy Fluesmeier, Lee Larrick, Sally Barnes, Billy Jamison, Doris Agwu

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

Guest Speaker(s): Mark Foley (Manager of Surplus Operations and Asset Management) spoke about Surplus. Surplus is open 7:30am – 4pm Monday – Friday. They hold auctions once a month and people can go look at the items up for bid the Tuesday before the auction. The auction is live and folks must be present. They put together flyers for the auction with examples of items as a preview. They also post pictures of items for auctions on their Facebook page and their website – auctionzip.com. They also have walk-in sales on Tuesdays and anyone can go in and purchase items from 7:30am-4pm. Departments can stop by anytime unless it’s an auction week. Mark shared copies of the internal order form departments can use as well as the form they use when someone wants to send something to Surplus. The information is also on the webpage, forms can be sent to the Surplus mailbox. Surplus also serves the St. Louis and Kansas City campuses and have to travel to those campus for pickups. Mark works with someone at S&T who runs their campus Surplus. Per Mark, there is a breakdown on the website that shows how the value of an item is split and what goes back to the department after an item is sold. Anything valued under $250, Surplus gets to keep all of the funds. If a department asks for pickup of items under $250, they do not still owe a pickup fee, since they will not receive funds from the sale. However, this is partially why Surplus is so busy. Campus Movers is another resource on campus for pickups, but per Mark they try to handle everything themselves and only send the link for Campus Movers to departments who are looking to get rid of things or move quickly. The current timeline is looking like 3-4 months out for pickup, however, departments are welcome to drop small items off directly at Surplus. They are not open currently, due to COVID-19 restrictions, so are not currently taking items. This is Mark's first year, so he is not sure how much they sell annually. They are self-funded and receive no money from campus. He works with 7 staff members, which includes one staff member in Rolla. People who are interested in being added to the Surplus email list can email their request directly to Mark.

Upcoming Meetings & Dates:  
- April 9th, 2020 – Zoom  
- April 23rd, 2020 – Zoom  
- May 14th, 2020 – Zoom
**Minutes Approval:** SAC member discussed changes to the minutes from 3/12/20. Amanda moved to approve with changes, Ryan seconded, motion carried.

**Secretary/Treasurer Report (Hannah/Liz B.):** The Executive Committee met with Chancellor Cartwright and Gary Ward and discussed Staff Recognition Week and what to do. Chancellor Cartwright and Gary recommended to postpone.

**New Business:**

**SRW** – Hannah discussed what to do this year. Some ideas were discussed and Hannah asked that the Staff Recognition Week committees meet and talk about ideas on how to refigure/scale back/alternatives for luncheon.

**Covid-19** – Discussed during HR report.

**Chancellor Status** – President Choi was named Interim Chancellor. He called Hannah yesterday. Some SAC members expressed concern about the restructuring comments in the announcement. Hannah will ask about this the next time she speaks with President Choi. Ryan suggested bringing this up with ISAC because of other campus potential feelings of inequity. Liz B. will add to the agenda with ISAC. They will try to get more clarity on this topic.

**Committee Meetings re: Zoom** – Hannah let committee chairs know to reach out to admin if they need help setting up meetings on Zoom.

**Chair for Awards/Ceremony Committee** – Regina is leaving MU, so will need a new chair for the Awards/Ceremony committee. Hannah asked that members email her if interested.

**Replacement on Parking and Transportation Committee** – Hannah asked that members email her if interested in serving on the P&T committee.

**Sanvello App** – Information about this app has been added to the Facebook page. It is available for faculty and staff as well as students.

**Concern about Layoffs/Furloughs** – Discussed in HR report.

**Old Business:**

**Student/Employee Email Transition** – Hannah reached out to IT. Microsoft 365 only allows one email per person, which is why they’re combining student and staff email accounts. The university is converting to Microsoft 365 with Microsoft Teams because the current version of Office will no longer be supported in a year or two and they are trying to update everything proactively. If someone needs help to get everything moved, they can call IT for assistance. They are exploring some options to try and help keep staff accounts if they leave MU, since student accounts stay open.

**Human Resources (Patty Haberberger):** Patty wants to make sure everyone is aware of the new HR 700 updated policies. There’s been some emergency FMLA and paid sick leave provisions that will be effective April 1st. Policies will likely change as they’ll have to be applied. Right now a decision has been made to continue to pay federal work study students through the end of the semester since the funds used to pay them are federal funds. Someone asked what the university will do for non-work study students. Per Patty, right now they are covered under the president’s directive through April 12th, but they’re not sure how that will change with recent orders. Right now, everyone who cannot work remotely is getting paid through April 12th. They are not sure what will happen after that at this time as it’s not really a sustainable model. They expanded the EAP and the Rolla EAP provider will offer after hours phoneline service for employees in Columbia. The information is on the website. They have added some additional professional development and training offerings on the Learning and Development website. They’ve tried to map more training to success factors. Folks can take virtual classes from home as well.

Some concerns were expressed about layoffs and furloughs. Per Patty, sources of revenue are at risk and also they’ve had to issue refunds for various fees, parking, courses, residency, faculty/staff travel, etc. A
communication should be going out about guiding principles moving forward regarding hiring and expenses. They have not discussed anything regarding layoffs or furloughs at this time, but are exploring all areas and they are trying to preserve personnel hours.

Patty answered some questions. They defer to the authorities and public health authorities regarding notifying people if someone tests positive. They are not sure at this time if there will be changes to the president's directive through April 12th. They do not have any data on administrative leave yet, as this will be the first pay period since it went into effect. Those requests are going through HR consultants and they are tracking that information, so should be able to start getting some numbers. Administrative leave includes part-time staff and student workers as well. They have to track numbers because they might be able to get some federal aid. The work comp coordinator has let Patty know that they have created codes for Covid-19. Work comp makes the decisions regarding whether or not someone falls under work comp if they contract the virus.

Patty will ask about the wellness incentive to see if it will be impacted by Covid-19. Sean hasn't heard anything, but the next TRAC meeting is April 1st.

**STANDING COMMITTEES:**
**Education Award (Liz Z.):** Nothing to report.

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

**Fundraising (Liz B.):** They cancelled the Noodles & Company fundraiser on 3/20. They will probably contact the places for the other food days and see if they're still on board since they still have take-out and drive thru options. They will have to rethink other events.

**Marketing & Communications (Ryan):** The Box transition will be slower than expected, but admin will begin working on it.

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

**Service Champion (Alisa):** Nothing to report.

**Staff Development Award (Ricky):** All Staff Development Award travel has been suspended for the time being.

**Staff Recognition Week:**
- **Awards/Ceremony (Regina):** Nothing to report.
- **Events (Ricky/Robbie):** Nothing to report.

**Video Series (Travis):** Travis reported this has been put on hold with work from home directives. He hopes to start on one to remind people to do the census as they're pushing for reporting where you live on April 1st.

**SPECIAL COMMITTEES:**
**Campus Facilities Planning/Space Utilization Committee (Sean):** Nothing to report.

**Census Committee 2020 (Jackie):** Nothing to report.
**Chancellor's Cabinet (Hannah):** Nothing to report, but she has been meeting with the provost’s group discussing Covid-19 planning.

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

**Digital Accessibility Advisory Board (Ryan):** They launched the site ahead of schedule and the site is live. This will be an ongoing project as they discover flaws.

**Intercampus Staff Council (Hannah/Liz B./Dayla):** They sent an email for everyone to check in, but they haven't heard back from everybody yet. They're hoping to get more information from other campuses to see what they're doing and they will be meeting soon via Zoom.

**MU History Working Group (Jackie):** Nothing to report.

**Parking and Transportation Committee (Aric/Regina):** Per Aric they met on 3/18. They are currently very relaxed in their enforcement, only one person is working on enforcement right now. They are trying to be accommodating to folks with everything going on. Bird scooters won the bid for being the scooters in Columbia and the university. They were planning to deliver scooters (maximum 500) between the university and the city of Columbia on April 1st. Permit cost increase discussion has been tabled for now. They are working on student reimbursements and such. Only one staff member asked for reimbursement and they were reimbursed. Staff permits are month-to-month, so staff can cancel their permit if desired and can re-start it when needed again.

**Resource Allocation Model Committee (Liz B):** Nothing to report.

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

**Search Committee for the Chief Information Officer (Ryan):** Nothing to report.

**Search Committee for Dean of Engineering (Liz Z.):** They will meet next Tuesday to consider applicants and decide who to interview.

**Search Committee for Vice Chancellor for Advancement (Liz B.):** They were supposed to meet to go through applications after spring break, but she is not sure if that will still happen or not.

**Search Committee for Vice Chancellor for IDE (Hannah):** They had interviews via Zoom and then Chancellor Cartwright had interviews via Zoom. Hannah is not sure what the next steps are now due to leadership changes and campus closure.

**Total Rewards Advisory Committee (TRAC) (Sean):** They will meet again April 1st.

**Adjournment:** Due to some folks leaving prior to meeting end, there was no quorum. Meeting ended 3:16pm.