Staff Advisory Council Minutes  
April 23, 2020  
Zoom  
1:15pm – 3:00pm

### Attendance Record

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<th>A/P</th>
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<tbody>
<tr>
<td>Liz Beal</td>
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<td>Hannah Clamppitt</td>
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<td>Ryan Gavin</td>
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<td>Heather Horn</td>
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<td>Alisa Petty</td>
<td>SAC/OASAIV</td>
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<td>HR Ex Officio</td>
<td>Patty Haberberger (VC for HRS); Dayla Botts</td>
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<tr>
<td>Guests</td>
<td>Jodi Petersen, Sean Brown, Melody Cook, Billy Jamison, Martha Pickens, Lee Larrick, Sheila Holder</td>
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### Call to Order:
Hannah called the meeting to order at 1:17pm.

### Upcoming Meetings & Dates:
- May 14th, 2020 – Zoom – Gary Ward, guest speaker
- June 11th, 2020 – TBD – Mike Sokoff, guest speaker
- June 25th, 2020 - TBD

### Minutes Approval:
Minutes for March 26, 2020 and April 9, 2020 were discussed. Some changes were recommended for the April 9th minutes. Amanda moved to approve both sets of minutes, with changes to the April 9th minutes. Ryan seconded. Motion carried.

### Secretary/Treasurer Report (Heather):
The Executive Committee met with Gary Ward twice in the last two weeks. They are trying to meet every week. They also met with President Choi last week to discuss COVID-19 as things are changing.

### New Business:
**Budget** – The Executive Committee has not received formal communication yet about making reductions to the SAC budget, but they anticipate having to take a cut. They have started looking through the budget and started removing things that were non-effective to staff, such as meals for SAC members. Cuts will likely be for the current fiscal year as well as next year. Since Staff Recognition Week was cut this year due to COVID-19, that will help reach the anticipated 12.5% cut. If something is done for Staff Recognition Week in the fall, those charges will go on the FY21 budget. Most of the cuts for this year were SRW related. Plans aren’t final, they just wanted to get a jump on it and let the SAC know what they’re looking at. They will get information out to everyone once there’s a more solid proposal put together. Members can send thoughts to the admin or Executive Committee. Any cuts will most likely apply to the Staff Development Award fund as well.

### Old Business:
**COVID-19** – Hannah asked if anyone has any concerns or news to share from their areas. There was some discussion about concerns, especially for student-facing staff and questions about if there will be testing, etc. Members can send questions/concerns about returning to campus to Hannah.

**Flagship Model (added during meeting)** – Ryan heard about the possibility of going to a true flagship model. He asked if this happens, how would ISAC be incorporated, how would it change elections, etc.? Per Hannah, they
are not sure what this would look like yet, however, they have a strong relationship with ISAC and would work with those members. If they hear more about this subject, they will share that information with the SAC.

**Human Resources (Patty Haberberger):** Stephen asked if individuals who are not in leadership positions will be able to take voluntary pay cuts. Per Patty, everything is system-wide and they are using a team at System and some sub-committees to look at this. They are trying to figure out a way or a tool for folks to volunteer for a reduction, possibly 2, 5, or 10%. This is still being worked on, but she believes it will be an option. Hannah asked if voluntary cuts will go toward the department from the donor or go to campus as a whole. Patty has sent that question in and is waiting for an answer. She’s not sure at this time if those cost savings will stay within the department or not.

Patty reported that there is a “Working through COVID-19” resource on the System website. Donations are not allowed as they have tax implications, but they are looking to allow pay reductions.

Patty discussed short-term and long-term furloughs. They are looking at plans for FY20 as well as FY21, so it is possible they will go through the next fiscal year, but they are mostly concerned about the first quarter of FY21 at this time.

Stephen asked if MU goes into layoff status, is employee assistance in place to help those with a layoff status. Per Patty, there is a layoff and transition assistance policy and it has been modified, but the one in place is going to continue and will not be changed right now.

Patty reported that approximately 300 hiring positions were open and have been closed. Rhonda and Patty are reviewing exception requests. They can possibly move through positions that are 100% grant funded or paid from external funding or external revenue. President Choi has a list of positions that Rhonda and Patty have moved forward. They are reviewing and getting more information on other posts. They meet weekly to review.

Patty informed the SAC that E-Performance has been postponed. They hope they can get back to performance evaluations later in the year. She also discussed the wellness incentive being discontinued. They are still outsourcing FMLA to Unum on May 1st. There are some FMLA training sessions available on the System website and available through MyLearn.

Per Patty, budget plans for FY20 are due May 1st and plans for FY21 are due June 7th. That does not mean that communication will not go out to those affected sooner, but she is not sure what the timeline is. She thinks communication will go out fairly soon. They’ve had one set of layoffs, but no furloughs related to COVID-19 as of yet.

Patty stated that FFCRA is tied to qualifying reasons and furlough is not a qualifying reason. She recommends that if someone is furloughed, they apply for unemployment.

They are developing a tool through ShareWell for all of these payroll matters to be entered and reviewed.

**STANDING COMMITTEES:**

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

**Elections (Liz Z.):** They have submitted the elections flyer to Ryan and the marketing committee. They will work on creating a proper flyer to promote. They have already planned a mass email call for nominations, which should go out next week. The committee is looking at some changes to the nominations form, mainly providing alternate contact information for scheduling interviews. Liz Z. has drafted a rubric and scoring
questionnaire for interviews. She is waiting on feedback from committee members and then will send it out.

Fundraising (Liz B.): The Shakespeare’s fundraiser has been cancelled.

Marketing & Communications (Ryan): The committee is working with Liz Z. on elections materials. He is trying to get a meeting with Kevin Bailey in Digital Services to try and figure out how to incorporate the new WordPress for the website. Hannah reminded the M&C committee to send a communication that SRW is postponed.

SAC Salutes (Alisa): Nothing to report.

Service Champion (Alisa): Nothing to report.

Staff Development Award (Ricky): Nothing to report.

Staff Recognition Week:
- Awards/Ceremony: Zoom presentations for the award recipients are almost done. Ryan will look at sharing the award winners online somehow prior to having recognition for them in the fall.
- Events (Ricky/Robbie): Admin will schedule a joint meeting with both of the SRW committees once award presentations are complete.

Video Series (Travis): They posted a video yesterday promoting the Sanvello app.

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

Census Committee 2020 (Jackie): Nothing to report.

Chancellor’s Cabinet (Hannah): They are meeting weekly and will go to bi-weekly soon. They talked about COVID-19. The AAU is taking a cautious approach. Most schools in the AAU are planning to open in the fall, but are making plans in case they cannot. Enrollment seems to be doing okay as of April 21st. They’re working on a website about workforce planning and it should be up soon. It will have guidance and options on the changing workforce. They will also have webinars for department chairs and deans. Right now they are looking at a phased-in approach on bringing people back to campus once the stay-at-home orders are lifted. The news channel, Show Me Mizzou, was originally scheduled for August, but has done a soft launch now. They are doing live stories about things going on at Mizzou. The Mizzou Made virtual 24 hour commencement celebration is coming up as well.

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

Digital Accessibility Advisory Board (Ryan): Nothing to report.

Intercampus Staff Council (Hannah/Liz B./Dayla): ISAC met with President Choi and had a good conversation about everything related to COVID-19. They also discussed the Board of Curators luncheon in June and the BOC meeting. They are looking at ways for ISAC to help communicate things to staff. The MU SAC representative recommended that other campuses include faculty, staff and student leaders in discussions and decisions as Mizzou has been doing thanks to support from MU leadership.

MU History Working Group (Jackie): They are continuing to work on the purpose statement.
Parking and Transportation Committee (Aric): Nothing to report.

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): Instead of conducting a national search for the position, the committee and search leaders are exploring the option of appointing Beth Chancellor, the current interim, in the role. Any input or concerns must be sent to Ryan by Friday.

Search Committee for Dean of Engineering (Liz Z.): The search committee met yesterday and narrowed down the pool of candidates to recommend to the provost. They are not certain what the provost is going to do in regard to in-person candidate interviews. They are not sure what the timeline is going to be at this time, but they recognize the importance of getting someone in place by the time the fall semester begins. An interim has not yet been named.

Search Committee for Vice Chancellor for Advancement (Liz B.): The search is moving along. Interviews will be done via Zoom.

Search Committee for Vice Chancellor for IDE (Hannah): They conducted interviews prior to the transition of chancellors. President Choi is having some interaction with those candidates and will then look at options for on-campus interviews.

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

United Way Committee (Hannah): The committee is headed by Marshall Stewart and Jim Spain. They met and shared information on the United Way, which is providing a lot of community support right now. There is a 211 number for information for services and they have seen a 100% rise in use in the last few weeks. They are looking at ways for the Mizzou campus to support.