Staff Advisory Council Minutes
September 13, 2018
314 Hill Hall
1:15pm – 3:00pm

<table>
<thead>
<tr>
<th>Attendance Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional</td>
</tr>
<tr>
<td>Heather Horn – x</td>
</tr>
<tr>
<td>Ryan Gavin – x</td>
</tr>
<tr>
<td>Sean Brown – x</td>
</tr>
<tr>
<td>Hannah Clampitt – x</td>
</tr>
</tbody>
</table>

Alisa Petty – SAC/OSAIV
HR Ex Officio – Cindy Cover (HR Consultant Sr.)
Guests: Misty Jordan and Shari Ackerman (SOM Council), Chrissy Kintner

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

Group Photo: SAC members met outside of Hill Hall for a group photo of the 2018-2019 SAC.

Guest Speaker(s): Pat Okker (Dean of Arts & Science), Kim Humphrey (Interim Vice Provost for Enrollment Management) and Ashli Grabau (Sr. Student Affairs Planning & Assessment Consultant) discussed the SEM & Student Experience Plan. The committee reports to the Provost and is made up of faculty, students, staff and stakeholders. Some subcommittees also worked within the committee: first year MU experience, residential experience, thriving and engagement, and academic experience. The subcommittees were made up of faculty, students, staff, alumni and parents. The goals in the strategic plan have been released by the chancellor already. It is a living document, constantly being updated as they are figuring everything out in more detail. They picked out some key areas where they most need input from staff:
- **STAFF RELATED STRATEGIES/TACTICS:**
  - Create a culture of lifelong learning for MU employees and alumni, including those who have not completed MU degrees.
  - Improve institutional support for staff to pursue undergraduate, graduate & professional degrees & certificates.
  - Recognize current staff members who have completed undergraduate, graduate and professional degrees & certificates.
  - Support programs that assist faculty & staff in creating inclusive learning environments.
  - Educate students, faculty & staff on student success strategies adopted and implemented by the institution.
  - Recognize, reward and retain advisors who excel at promoting student success.
  - Expand supervisory training and support (in regards to student employment).
  - Integrate student health, counseling & wellness services, reporting to the Division of Student Affairs. (http://wellbeing.missouri.edu) – The idea is to combine these into one entity to make it easier to know where to refer students for these services. There are helpful tools on the website to help direct students as everything is spread across campus.

Staff can send ideas/comments to the link on the chancellor’s webpage, or they can send them directly to Kim Humphrey or Chrissy Kintner.
Upcoming Meetings & Dates:

- September 27, 2018 – 314 Hill Hall
- October 11, 2018 – 7 London Hall, Dean Loboa, guest speaker
- October 25, 2018 – 314 Hill Hall
- November 8, 2018 – 314 Hill Hall, Provost Ramchand, guest speaker
- December 13, 2018 – Plaza 900 – Holiday Luncheon

Minutes Approval: Members discussed changes to the minutes for August 23, 2018. Liz Z. motioned to approve the minutes with changes. Hannah seconded. Motion carried.

Secretary/Treasurer Report (Dayla): The Executive Committee met on August 28th and discussed the 3rd member for ISAC. ISAC approved the 3rd member for each campus. They discussed trying to off-set the other councils’ 3 year member by staggering terms so that all 3 year members don’t fall off at the same time. The Executive Committee proposed setting Chrissy Kintner up for 1 year to finish off her 3 year term on ISAC while the SAC figures out how they want this membership to look in the bylaws. Brad moved to approve this plan, Sean seconded. Motion approved to fill the spot with Chrissy for 1 year and determine how to set up the 3rd member and amend bylaws this year. On September 4th they met with Gary Ward and discussed Student Affairs and the Keeling & Associates information. He will be creating some adhoc committees to start a search for the Vice Provost for Student Affairs. He would like to have someone hired by the end of December, but by May 2019 at the latest. Gary discussed combining the student health counseling center and wellness resource. He will start a search for an executive director for those areas. They would like to centralize all areas into one location eventually. Gary talked a bit about the TPMC and Dean Loboa is coming to the 10/11/18 SAC meeting to discuss it more. The SAC met with Chancellor Cartwright on Friday, September 7th and introduced the council members for this year. They discussed staff concerns and ideas for changing the open forum as well. Chancellor Cartwright expressed they have better relationships with those in Jefferson City. The Executive Committee meets again on 9/19/18.

New Business:

FY19 Budget Approval – Alisa presented the proposed FY19 budget. There were some corrections needed, so she will send the corrected version as well as the end of year report for FY18 to SAC members and they will vote at the next meeting.

SDA Recipient Approval – Sean moved to approve the review committee’s selections, Dayla seconded. Motion carried. Admin will notify applicants of the results.

Ex Officio and Standing Committee Openings – Alisa discussed openings for ex officios on the Staff Development Award and the Education Award review committees. Liz Z. volunteered to be ex officio for the Education Award review committee and Ricky volunteered to be on the SDA review committee. Liz B. reported that former SAC member, Eric Henley will serve as the staff member on the Chancellor's Military and Veterans Standing Committee.

Farmers Market – 9/20/18 and 10/18/18 – The SAC will host a table at the Farmers Market for two dates to hand out information on the SAC. Admin will email a Doodle poll to members so they can sign up to work shifts.

Communication to Supervisors – Liz B. reported that the Executive Committee is working on coming up with a formal process and/or letter to send to supervisors to thank them for their employee’s time and open a line of communication, as well as to give an idea of the expected time commitment for members. This year she is just going to call each new member’s supervisor and follow it up with a letter.

SAC Salutes – Admin reported that the SAC Salutes Award is voted on by the entire SAC. She will email nominations to the SAC once received for this round.
Goals for 2018-2019 (added during meeting) – Liz B. asked SAC members to start thinking about goals for the 2018-2019 year and email ideas to her by 9/27/18.

**Human Resources (Cindy Cover):** Cindy reported that the 6 task forces for the HR transformation are moving along, but there's nothing new to report yet. Open enrollment begins October 15th and runs through October 26th. They will have some sessions for open enrollment information, hosted by benefit specialists.

**STANDING COMMITTEES:**

**Education Award:** Nothing to report.

**Fundraising (Jan):** Jan asked members to review the business list for the online auction and send new businesses to admin to be added to the list. She also asked that members think about ideas for fundraising and also to start thinking about where the funds should go.

**Marketing & Communications (Liz Z.):** They are in the process of scheduling their first meeting.

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

**Service Champion (Sean):** The presentation for Lindsey Wisnewski, September recipient, is scheduled for 9/17/18 at 10am. Sean also gave information on how often the Service Champion and SAC Salutes Awards are given and encouraged members to come to the presentations.

**Staff Development Award (Alisa):** The deadline for applications was August 15th. The committee met on 9/4/18 and selected recipients. There was $19,982 available this round. The total of the awards for selected recipients is $19,698.48, which benefits 16 people and leaves $283.52 to be applied to the Winter 2019 round. Admin will notify applicants of the results once the SAC approves the selections.

**SPECIAL COMMITTEES:**

**Campus Space Utilization Committee (Sean):** The committee met, it was mostly informational in order to get new members updated on things. Currently at 750,000 gross square feet and want to reduce the number of buildings on campus. They have currently cut back by 62,000 square feet when they gave the Alton and Green buildings to Hospital. They are currently working on an additional 285,000 square feet with Mizzou North. They have a plan for where the museum will go, but it’s not fully decided, so they cannot share the information yet.

**Capital Financing Advisory Committee (Dayla):** Nothing to report.

**Chancellor’s Cabinet (Liz B.):** The next meeting is scheduled for 9/18/18.

**Faculty Council (Liz Z.):** The faculty council met on August 30th and discussed the strategic plan and student evaluations.

**Intercampus Staff Council (Liz B./Hannah):** ISAC elections for the executive committee are coming up. All other business was discussed in the secretary’s report.

**Resource Allocation Model Committee (Liz B.):** The next meeting is scheduled for 9/18/18.
Safe Mizzou Coalition Committee (Hannah): Safety Week starts on September 17th.

Total Rewards Advisory Committee (TRAC) (Sean): Sean reported that nothing will be mailed out for open enrollment this year, the guide will be online. They will have printed material at the Total Rewards office, which can be picked up if printed materials are preferred. Changes to retirement for new employees are going to the Board of Curators in February, but there is no specific information to share yet.

Adjournment: Brad motioned to adjourn and Sean seconded, motion carried. Meeting adjourned 2:58pm.