Staff Advisory Council Minutes  
December 13, 2018  
Plaza 900 Private Dining Room  
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>
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</thead>
<tbody>
<tr>
<td>Heather Horn – x</td>
<td>Ronnie Moten – x</td>
<td>Liz Beal – x</td>
<td>Jan Judy-March – x</td>
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<tr>
<td>Ryan Gavin – x</td>
<td>Brad Sharp – x</td>
<td>Dayla Botts – x</td>
<td>Rachel Powers – x</td>
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<tr>
<td>Sean Brown – x</td>
<td>Ricky Conatser – x</td>
<td>Liz Zufall – x</td>
<td>Scott Noble – x</td>
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<tr>
<td>Hannah Clampitt – x</td>
<td>David Licklider – x</td>
<td>Regina Baer – x</td>
<td>Robbie Merrill - x</td>
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<tr>
<td>Alisa Petty – SAC/OSAIV</td>
<td>HR Ex Officio – Patty Haberberger (VC for HRS)</td>
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**Guest Speaker(s):** Gary Ward (VC for Operations and Interim VC for Student Affairs) and Gerald Morgan (Director, Space Planning & Management)

**Call to Order:** Liz B. called the meeting to order at 12:09pm.

**Guest Speaker(s):** Gary Ward (VC for Operation and Interim VC for Student Affairs) updated the SAC on how they go about making decisions on snow days. They have a private meteorologist who works with them in addition to several other sources for the forecast, both local and national. There are about 7 sources total. Due to a majority of faculty, staff and students living more than a mile from campus, they start looking at the main roads to campus (63, 70, College, Stadium and Providence). Officers go out and inspect the roads at 4am and report to Doug Schwandt whether the roads are passable or not. Gary starts working with Christian Basi the night before to write up notices. They try to get an idea of what they’re going to do and then they have notices already written, if needed, for the next morning. Once he gets the report on the road conditions, Gary contacts Christian and the Chancellor to let them know. The Chancellor has to approve a closure or delayed start, and then they start sending the notices. Gary also gets in touch with Patty. The only time they make their decision the night before, is if they have a lot of confirmed forecasts from their multiple sources. Otherwise, they make the decision the morning of.

Gary discussed the need to reduce space within the academic campus. The average cost to maintain space is $7.51 per sq. ft. and a lot of space on campus is not being used or not being used efficiently. It is an unsustainable model and they are using one time reserve funds to prop it up. They need to reduce space within the next 3 years. He turned it over to Gerald Morgan (Director, Space Planning & Management) to give more details.

Gerald discussed that they keep getting cuts to the maintenance budget. Most professional facilities organizations say you should get about 2% of the replacement cost value of the buildings annually, for maintenance. Operations gets 0.63% versus the recommended 2%. They currently have a deferred maintenance and capital backlog need of about $750,000,000. They have a list of buildings that have great needs. The needs of the buildings are measured by the facilities Cost Needs Index. They use .4 on the index as a benchmark, as it means it would take at least 40% of the replacement value to renovate and get the building to current standards and at that point they consider it critical. In 2014, there were 34 buildings at .4 or above, and this year there are 51 buildings. These are academic and administrative buildings only. The goal is to reduce campus by 750,000 sq. ft. over the next 5 years in order to become more sustainable. They looked at 20 buildings on campus and surveyed them to see which buildings would be conducive to
moving departments into, as they start to reduce space. There is a lot of planning before moves can be
made. There are committees in place and they also work with Deans and other leadership to get approval
and make sure that any moves are going to work out. They have about 50 buildings that are candidates to
be renovated/removed, but they have a list of about 10 they’d like to work on. Per Gerald, Alton and A.P.
Green already transferred to Hospital, so that is off of Mizzou’s books. When Mizzou North is off the books,
that is approximately 250,000 sq. ft. off the books. They have taken the Fine Arts Annex offline, which is
where the new School of Music is being built. The Research Park Development building is where
Environmental Health and Safety was. They have been moved to the General Services Building and the
Research Park Development building is going to be demolished. They have a master planner out of Boston
and they have already been meeting with her. She is helping through the process. They had a workshop
with her last week and they’ve started to talk about what phase 2 looks like. They do not have approval on
what those buildings are just yet, but they are starting to discuss it.

They are talking about how to move forward as they reduce more square footage. One idea is the
centralization of classrooms, which will lead to better utilization of space. Some other things they’ve looked
at are the possibility of more online classes, sharing conference rooms campus-wide, rethinking
departmental libraries and looking at graduate space. Office sharing is an option as well, looking at those
who might not need to be on campus all of the time. Gerald said to send any ideas to him or Gary as they
are always open to ideas.

Upcoming Meetings & Dates:
- January 10, 2019 – 305 Hill Hall, Rhonda Gibler, Marsha Fischer and Eric Vogelweid, guest speakers
- January 24, 2019 – 305 Hill Hall, Mike Sokoff, guest speaker
- February 14, 2019 – 305 Hill Hall
- February 28, 2019 – 305 Hill Hall

Minutes Approval: Liz Z. moved to approve the minutes from 10/25/18 and 11/8/18. Ryan seconded.
Motion carried.

Secretary/Treasurer Report (Dayla): The Executive Committee met with Gary Ward on 11/9/18. They
discussed delayed starts and what Gary will present at the meeting on 12/13/18. The Executive Committee
met with Chancellor Cartwright on 11/9/18 and discussed the open forum replacement. Liz B. has a
meeting with Kameron next week to discuss the open forum replacement ideas. They also gave the
chancellor a copy of the time commitments they put together for new members and supervisors. The
Executive Committee met on 11/29/18 and discussed the basketball concessions fundraiser as well as a
schedule for round table meetings in the spring. They also discussed rescheduling the meeting with
Hospital and System and Cindy Harmon, as well as part-time staff recognition. The Executive Committee
met with Gary Ward on 12/3/18 and talked about the delayed start and some issues that arose. They met
with Gary and Marty Oetting on 12/12/18 (Chancellor Cartwright was out of the country.) They discussed
buildings and staff concerns with cost benefit changes. Marty will attend the SAC meeting on 1/10/19. The
Executive Committee meets again next week and meets with Gary Ward again at the beginning of January.

New Business:
Approval of Spring 2019 Education Award Recommendations – Sean moved to approve the review
committee’s recommendations. Hannah seconded. Motion carried.
Approval of Winter 2019 Staff Development Award Recommendations – Sean moved to approve the review
committee’s recommendations. Rachel seconded. Motion carried.
Change to Benefit Cost Allocation – Liz B. gave some information on potential changes to the way benefit costs are allocated. This will be the focus of the meeting on 1/10/19 and Rhonda Gibler, Marsha Fischer and Eric Vogelweid will give more detailed information at that time.

Old Business:
ISAC 3 Year Member – Liz B. handed out some language on the proposed terms for SAC members to review. The SAC will vote on this at the meeting January 10th.

Human Resources (Patty Haberberger): Patty reported that Proposition B passed, which changed minimum wage and it’s a scaling over a 5 year period to get to $12 per hour. There are no staff below the $8.60 threshold, but there are a lot of student workers and some part-time staff who might be under. Since MU is a public employer, they are excluded and don’t have to move people to the new minimum. However, there is a lot of discussion about how we need to remain competitive. Also, the City of Columbia increased the minimum wage for city employees to $15 per hour in September. System did an analysis of what it would cost each year to move everyone to the new minimum wage and it is $19.2 million. System is going to look at how to address the compression issue and merit increases, etc.

The Vice Provost for Student Affairs Search Committee had their first meeting and they meet again in January. Liz B., Patty and Gary are all on the committee.

Patty reported that the cashiers office will move up to the 3rd floor in Jesse Hall and they are doing some renovation there. Then, HR will move into the Cashier's old space in Jesse Hall. They will probably be moved between July and December of next year.

Jatha Sadowski is retiring in about 10 months, so her role is changing. She is really going to focus on policies and things before she leaves. Theresa Long is going to take a lead role over the HR professionals. She will still support the units she’s currently supporting. Patty will take over the equity piece of Jatha’s role. Also, Makenzie Moorefield took a position with System. Makenzie oversaw recruitment, MyPerformance and learning & development at MU. They have a recruitment and onboarding task force that is looking at standardizing recruitment and doing full-cycle recruiting, so they will be filling some recruitment positions, but right now that function is reporting to Patty. She will have another member of her team be the contact for MyPerformance.

Patty reported on some of the things that the $7.5 million carved out of the budget for faculty and staff success. They are looking into getting a ChatBot for the website to help answer questions. They are also doing an RFP to look into a new learning management system. They are looking at a competency model which would feed into professional development and career-pathing for staff, which would also move into leadership development and then a performance management system. There would also be a quarterly career development program as part of that. They are also looking at expanding the wellness program, faculty success programs, recruitment and onboarding is looking at skills testing software and Skill Survey (an electronic reference checking tool, which UMKC uses) and they are also submitting an RFP for an app for employee engagement. The app could be used for notifications, surveys, employee recognition, etc. These are system-wide things they are investigating. The other thing they are going to do is an RFP for a potential out-sourcing or co-sourcing for FMLA.
STANDING COMMITTEES:

**Education Award (Liz Z.):** The review committee met on 12/11/18 and selected recipients and alternates. Admin will notify applicants of the results after the SAC has approved the recommendations. The committee also discussed the process and form and will be reviewing and discussing possible changes to the application.

**Fundraising (Jan):** Jan reported that she looked into the Shakespeare’s pizza fundraiser. She thinks it would be a good substitute for the basketball the SAC wasn’t able to work on 12/7/18. She would like to send it out for a date in January. She will check into it and see what’s available. Liz Z. moved to approve 80% of the funds from the Shakespeare’s fundraiser to go to the SDA, Brad seconded. Motion carried.

**Marketing & Communications (Liz Z.):** Nothing to report.

**SAC Salutes (Sean):** Admin will send new nominations to be reviewed and voted on for the Winter 2019 award.

**Service Champion (Sean):** Presented the December Service Champion Award to Gabrielle Larson at 9am on 12/10/18. Sean also reported that they had lunch with half of the year’s recipients on Monday. Provost Ramchand was there in Chancellor Cartwright’s place as he was out of the country that day.

**Staff Development Award (Ricky):** The review committee met this morning and selected recipients. Admin will notify applicants of the results after the SAC approves the recommendations.

SPECIAL COMMITTEES:

**Campus Space Utilization Committee (Sean):** The committee met and some members expressed some concerns about changes within the library. There were some town hall meetings last week and they will be meeting again. If anyone has any issues or ideas concerning space, they can send them to Sean.

**Capital Financing Advisory Committee (Dayla):** They are scheduled to meet again next week.

**Chancellor’s Cabinet (Liz B.):** Nothing to report. Admin will move this item to pending until meetings are scheduled again.

**Intercampus Staff Council (Liz B./Hannah/Chrissy):** Chrissy reported that UMKC has met with 2 of their curators. They discussed the definition of Shared Presence as having a seat at the table when appropriate. They heard a budget update. They also discussed minimum wage and benefit rate changes.

**MU History Working Group (Liz Z.):** Liz Z. reported that the sub-committee researching similar work at other institutions met. They have made good progress with lots of ideas on how to move forward. They will meet again in January. The main working group met. They would like to have some sort of campus forum in the spring and maybe a symposium in the fall.

**Resource Allocation Model Committee (Liz B.):** They met yesterday and went through the recommendations. They meet again tomorrow and will see the new model based on 2017, 2018 and 2019.

**Safe Mizzou Coalition Committee (Hannah):** Nothing to report.
Total Rewards Advisory Committee (TRAC) (Sean): Nothing to report.

Vice Provost for Student Affairs Search Committee (Liz B.): If anyone has ideas on what they’d like to see in a Vice Provost for Student Affairs, they can send their ideas to Liz B.

Adjournment: Liz Z. moved to adjourn and Hannah seconded, motion carried. Meeting adjourned 2:56pm.