

Staff Council Meeting Minutes

Date/Time: September 19, 2018 1:30PM

Location: Admin Building 310

Meeting called by: Staff Council Exec.

Type of meeting: Monthly Meeting

Facilitator: Staff Council Exec.

Note taker: Alyssa Pulley

Timekeeper: Alex Cruz

Attendees: Gabrielle Fields, Lindsay Stapley, Alex Cruz, Ashley Henggeler, Alyssa Pulley, Brandon Bland, Caleb Booth, Connie Murphy, Courtney Gard, Holly Kunkel, Jack Bucy, Kiersten Orton, Lori Hopkins, Marla McCrary, Mary Welch, Natasha Young, Shelby Bottiger, Travis Kline, Troy Brady

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team

- No report

Faculty Senate – Travis

- He attended their first meeting. Civility committee followed up with them regarding the All Faculty meeting presentation.

Student Senate – Natasha

- Blood Drive Oct 9 – 11. Working on elections. Planning on something for National Custodial Day – will see if they want to work with us. Variety Show will be \$5 this year.

Board of Regents – Gabrielle

- Meeting on August 30th. Gabrielle provided meeting minutes. Started a new master's program.

Benefits & Wellness Committee – Michelle

- No report

Diversity, Equity & Inclusion – Civility Committee – Connie

- No report

UPD Monthly Report to Staff Council

- We have secured the Rickard Trust - \$7,500 to purchase equipment to assist officers in their response to a hostile intruder – Note: We are the only unit to have received this grant in the last 15 years of applications submitted by the institution.
- We have secured the Abrielle Neff Foundation award - \$668.99 for the purchase of first aid kits and bags for all officers

- We received a grant from MODOT to fund Grocery Bingo (Late Night Bites) for \$4,000. We are partnering with SAC and Student Senate to host Grocery Bingo in the Hughes Fieldhouse – this event will be an alcohol alternative slated to disrupt students attending alcohol events on Thursday nights.
- We received a grant from MODOT to fund Safe Ride Home in the amount of \$4,620.00. The funding will pay for drivers.
- We received a grant from MODOT to fund Bobby Palooza in the amount of \$5,902.00. The funding will allow us to partner with many organizations and offices across campus in the spring to educate students on safety related to traveling to and from spring break.
- We are currently exploring several other grant sources for equipment, salary dollars, training, and additional/supplemental personnel.
- New Faculty Orientation – We spoke with faculty referencing UPD functions, BIT, Crime, Emergency Expectations, and Prevention Efforts.
- International Student Orientation – We spoke with students referencing UPD functions.
- Helping Bearcats Succeed – UPD & Wellness Services spoke to all freshmen regarding UPD functions, Safety, Sexual Violence, and Emergency Expectations.
- Lt. Cullin – trained multiple offices on campus, provided training for the Missouri School Board Association’s annual conference, and the United States Attorney Generals of the Western Districts Law Enforcement Training in Mitigating Violence Through Communication.
- Santa Cops Golf Tournament occurred on August 31, 2018.
- Lt. Williams conducted firearms training for all members.
- Arrive Alive/Buckle UP Phones Down – UPD Manager Katrina Burden secured \$2,000 from the Missouri Coalition for Roadway Safety to have an event for the first football game – focused on distracted driving. We also partnered with Greeks and students organizations.
- We have done numerous conference, conference calls, etc. reference building a community/transforming culture/trust/etc. reference social media this summer. Our students have been busy!
- We hosted sexual assault training, bias-by-proxy training, and evidence collection training for all UPD fulltime members.
- We will be deploying external vest for all of our officers moving forward.
- We have done several trainings in partnership with Residential Life.
- BIT/Crime – we have experienced three mental health committals this year and numerous wellbeing checks. As you know, we did have an incident that did not meet the criminal elements of a hate crime. The incident continues to be under investigation and has been classified as identity theft. Liquor law violations and other typical crimes/judicial/nuisance behavior has been similar to years past.
- A primary goal of UPD this year is to focus on Wellbeing. Our Pizza and Police events will be focused on this as well as our interactions with the public. We are utilizing the PERMA model as explained at the All Employee Meeting.
- We have increased the Safe Ride Home fleet and are working towards an application to manage our late night transportation service.

Old Business Items

All Employee Meeting/ All Staff Meeting

- All Staff Meeting will be September 26th from 2 - 4pm.
- We intend to have All Staff meetings each time we have an All Employee Meeting going forward.

- The meeting date was pushed back to make sure everyone was aware of the meeting and could get it on their schedule.
- Troy has sent out an email to leaders to try to gather employee recognition pieces. He has received some feedback and would like to get more. He needs them by Friday.

Staff Council Awards – Employee Recognition Committee

- We will be giving out awards in January and planning to accept nominations earlier (Oct to mid Nov). More information coming at the next meeting. *Please send suggestions to Troy or Marla.*

New Business Items

Chair-Elect Nominations

- Our new chair-elect is Lindsay Stapley. Thank you Lindsay!

National Custodian Appreciation Day

- Shelby spoke with Mandy Felton to get the best times for events. We are going to have breakfast (biscuits and gravy) and dinner (pizza) provided by Aramark to catch all shifts. Shelby provided blank thank you notes for everyone to take back to their departments and fill out. Return thank you notes to Shelby by Sept 27th. You can send by campus mail, drop off at Alumni House, or drop off with Courtney at Owens Library.

Prayer/Meditation Rooms

- Staff Council previously worked on setting up prayer/meditation rooms. We received approval to start the process for two rooms in North Complex. Need volunteers to work on setting them up and processes for using the rooms. Rooms will be North Complex 232 and 234 and the building is open Mon-Fri 8-5. Not sure on how after hours access will work. Alex will be Staff Council rep.

Staff Council lack of attendance procedures

- What should the process be if staff council representatives fail to attend multiple meetings? Do we need a process and what would it look like?
- The AP Council used to have “proxy” members. Could each member be responsible for finding someone else to attend if they cannot?
- Please let the exec committee know if you cannot attend a meeting and arrange for someone else from your represented areas to attend in your place.

Staff representative for copier vendor presentations

- Lindsay Stapley volunteered to attend to represent staff.

Light up headbands

- We have some light up headbands left over from AP Council. We would like to sell them at football games or in the Union to raise money for the scholarship. We will sell them for \$5 each the week of Homecoming. Gabrielle will send out a signup sheet to work at a booth in the Union to sell them.

Employee Suggestions/Comments/Concerns

Parking – weren't there supposed to be open forums and focus groups this fall?

Did UPD contract out security for the game? Has the process for getting in the game (checking bags, etc.) changed?

Does anyone need an updated distribution list to send the minutes to everyone that they represent? If so, let Gabrielle know.

E-mailing meeting minutes – Alyssa will email to all council members in addition to the exec committee.

Committee Reports

Employee Recognition Committee – Will be announcing opening and closing dates of the awards soon. Working on a way to evaluate the awards and take into consideration the wide variety of employees who are nominated.

Outreach Committee – Thank you for volunteering at Advantage water stations.

Policy Committee – no report

Employee Engagement Committee – no report

Announcements

- Purchasing – Changes to policy were approved by the Board of Regents at the August 30th meeting. Commodity bid threshold is now \$5,000 (instead of \$3,000) and the formal bid threshold is \$100,000 (instead of \$25,000). We are also working on implementing the changes to prevailing wage legislation. Surplus auction coming up on October 16th – viewing on the 15th. We have lots of nice items in surplus – see our website for photos or visit MDC. All auction items must be claimed by September 28th!
- Alumni/Advancement – Family Weekend went well. Homecoming is coming up. Call Center has started calling to raise money. First week of October is when faculty/staff giving campaign begins. Shelby is training ambassadors for each area. The goal is to get employees to give, regardless of amount.
- Facilities/Maintenance – finishing up Hughes Fieldhouse, one driver is out on leave
- Career Services – Speed networking is coming up. Career Day is Oct 2nd – 141 employers signed up and 30 school districts signed up for Ed Expo. Trying to encourage students to attend. Local job fair on Oct 18th focusing on part time work available for students. New assistant provost – Dr. Johnson.
- Facilities/Landscape – working on mowing and fields
- University Marketing & Communication – hiring a web specialist and communication manager. Getting ready for Homecoming and the Hughes Fieldhouse opening.
- Athletics – Fall sports are underway. Soctoberfest on Sunday at 1:00 – root beer floats, lots of promotions, coordinating with Greek Life. Following weekend we have volleyball, soccer, and football. Lori Hopkins was inducted into her high school Athletics Hall of Fame recently. Congrats Lori!
- Custodial – Hired a second shift supervisor.
- Owens Library – Hannah has moved to Career Services. Still looking for Library Director and her position.
- Bursar – Homecoming tickets are on sale now.
- IIC/Study Abroad – International Coffee Hour today. SAC Speaks Lecture Series – Julissa Arce 9/25 at 7:30PM.

- DEI – Ploghoft series lecture on Thursday – Bob Kendrick. Staff now get concert tickets at employee rates – SAC will give us an update with that new policy.

Next Meeting

October 17, 2018 1:30PM in Admin Building 310