1. The meeting called to order at 9:00 a.m. by John Cook.
   a. Attendance
   b. Motion to accept the minutes made by Rhonda Drennan, Second by Lisa Winstead Motion Unanimously Approved.

2. Reports:
   a. Student Emergency Fund and Care Coordination – Krista Morris-Lehamn
      o Information in flyers below after minutes
   b. Chair Report
      o Chancellor Search Committee
         ▪ On going
         ▪ Communication coming out, possibly today
      o Intercampus Staff Advisory Council (ISAC)
         ▪ Shared presence- working on definition and where shared presence is
         ▪ In process of getting feedback and thoughts to be recognized as staff
      o Total Rewards Advisory Committee (TRAC)
         ▪ Starting on merit raises and how assigned
         ▪ Merit pool part of standard budget
      o Meeting with the Chancellor
         ▪ Recognizing staff on campus
         ▪ Picnic tables
President’s Initiative
  • Looking at non personnel discretionary spending

Vice-Chair Report
  • Brittany Benns - New intern working with Professional Development Work Shop for staff
  • New Professional Development Initiative

Treasurer Report
  • No report

Committee Reports

  a. Involvement Standing Committee
     • Staff Day Wed., May 29th
     • Theme Under the Big Top: The Greatest Staff on Earth
     • Working on sending e-mails to all staff as well as supervisors

  b. Communications Standing Committee
     • Working with Involvement Committee on Staff Spot Light
     • Suggestions sent to Velvet Hasner

  c. Advocacy Standing Committee
     • Working on getting committee going

  d. Fundraising Committee
     • No updates

3. New Business

a. By law revision
   • By law revision - Change titles to President, Vice-President
   • President - Serve at executive officio member on all committees

b. CAFÉ wants to set up staff awards

c. Contact John if you can’t attend meetings

d. New awards committee may be needed

4. The next meeting is **March 14, 2019** at 9:00 a.m. in the Meramec / Gasconade Room, Havener Center.

5. Motion to adjourn made by Jackie Sansone, Seconded by Joe Tupper; Meeting Adjourned at 10:00 a.m.
COUNSELING SERVICES

STUDENT EMERGENCY FUND

The Missouri University of Science and Technology Student Emergency Fund was established by Counseling Services in 2016. The fund assists S&T students by providing financial support with unexpected emergency expenses. Students sometimes have unforeseen circumstances that greatly impact their lives. The fund allows students to meet their needs and continue their education.

EXPENSES POTENTIALLY COVERED

- Groceries
- Medical
- Books
- Safety Needs
- Personal Belongings
- Travel

APPLICATION PROCESS

1. Complete the Student Emergency Fund application thoroughly and submit any supporting documentation.
2. Meet with the care coordinator to discuss your situation.
3. Committee reviews the application and makes a decision. Criteria for approval will be based on eligibility, documentation of need, and availability of funds.
4. Payments are made directly to vendors and outside parties.

ONE TIME FUNDING OF $25 - $500 THAT DOES NOT NEED TO BE REPAID

For more information visit carecoordination.mst.edu
University Committee for Assistance, Response, and Evaluation (UCARE)

**CHALLENGE:** Available information is often scattered with various individuals having different pieces of the puzzle.

**WHEN TO REPORT**

If you know a student who appears to be.....

- Experiencing a decline in work or academic performance
- Demonstrating disruptive or disturbing behavior
- Showing dramatic changes in appearance, behavior or weight
- Having problems at home, with classes or work
- Making disturbing comments in email, letters, web or papers
- Hyperactive, anxious or experiencing dramatic mood shifts
- Abusing alcohol or drugs
- Sad or isolating socially
- Acting paranoid or suspicious
- Frequently angry or easily frustrated
- Struggling with health problems

**A MULTIDISCIPLINARY APPROACH TO MAKE OUR CAMPUS THE SAFEST ENVIRONMENT POSSIBLE**

ucare.mst.edu

**HOW TO REPORT**

**REPORT ONLINE**
ucare.mst.edu

UCARE
ucare@mst.edu
341-4209

Krista Morris-Lehman
morrislehmank@mst.edu
341-4211

Resource Information
staff.mst.edu/ucare/facultystaff/

Ask, Listen, Refer
asklistenrefer.org/mst
UCARE was formed following incidents that highlighted the need for greater communication and preparedness regarding students facing distress. UCARE focuses on prevention and effective response strategies.

**REFFERAL STATISTICS**

<table>
<thead>
<tr>
<th>Year</th>
<th>13-14</th>
<th>14-15</th>
<th>15-16</th>
<th>16-17</th>
<th>17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral</td>
<td>45</td>
<td>55</td>
<td>286</td>
<td>372</td>
<td>389</td>
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</table>

**What does UCARE do?**

- Prevention and planning
- Consults and communicates
- Gathers information
- Assesses circumstances
- Develops action plans
- Responds
- Process improvement

**PRIVACY**

- FERPA allows university faculty and staff to share observations about student behavior, student statements, and concerns about students with S&T personnel who have responsibility for the health, safety, and welfare of students. FERPA and other privacy regulations allow S&T officials to release information to others when it is necessary to protect the health, safety, and welfare of the student and/or the campus community. Consideration for student privacy should be given before information is shared.