

Staff Council Monthly Meeting

December 14, 2023

Recording: [https://umssystem.hosted.panopto.com/Panopto/Pages/Viewer.aspx?](https://umssystem.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=19c50e33-7a28-4aa5-b79c-b0d80119db46)

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Members Attendance: (18 present, 1 absent)

Executive Council	Council Members	Faculty Senate Liaison	General Attendees
President	<input type="checkbox"/> Austin Wall	David Westenberg	Kevin Green
Jackie Sansone	<input type="checkbox"/> Brittney Meyer		Leanna Miller
	<input type="checkbox"/> Brittney Smith	Staff Success Center Mgr.	Linda Flentje
Past President	<input type="checkbox"/> Kyle Cox	Simone Waldon	Lindsay Stanford
Megan Fowler	<input type="checkbox"/> Jody Seely		Lisa Martellaro
	<input type="checkbox"/> Cindi Kinder		Malcolm Hays
Vice President	<input type="checkbox"/> Kim Baker		Marcia Lane
Kevin Walkup	<input type="checkbox"/> Lauren Perala		maryann
	<input type="checkbox"/> Lutrishia Decker		Michelle M
Secretary	<input type="checkbox"/> Mark Evans	Guest speakers	Missy Corns
Kimber Crull	<input type="checkbox"/> Missy Millspaugh	Cindi Nelson	msc29
	<input type="checkbox"/> Patty Reising		Nancy Hatch
Treasurer	<input type="checkbox"/> Ramona Nicewaner		Nathan Leigh
Joni Matlock	<input type="checkbox"/> Sarah White		Nicholas Beisser
	<input type="checkbox"/> Shari Hill		Nina E
	<input type="checkbox"/> Tricia Helton-George		Pablo Alvarez Weber
			Pam Williams
General Attendees			Patti J Chism
aeprt	ctaylor	Hilary Beam	Peter Ehrhad
Al Culp	Cyndi Kinder	Hines	Phillis Blackwell
Alexandrea Alexander	Cynthia Stevenson	icwqc	psmith
Alissa	davesat	Janessa Buchely	Rachelle
Andrea Gilliam	davisran	Jason Newton	Rebecca Merrell
Angelica Nuno	Dawn Davis	Jeanette Waters	Rhonda Byers
Angie Wise	Dean Garrick	JEANNIE's iPhone	Robin Collier
Anna Love	Debra Taylor	Jeff Jennings	Ronda
Anne Groniger	Debrina Weber	Jenn Nixon	salterm
Ashley Dabbs	Denise	Jessica Hays	Sammatha Yelton
Ashley Newton	Donna Arthur	jimd	Sara McKee
Ashley Weems	Dyejs	Jody S	Sarah Lewis
atkinsondt	Ed Dunn	Joel Runji	Shannon
Barbi Spencer	Elaina Manson	John Held	Shari Hill
Becky Goodridge	Emily	js8p9	Sharon Matson
Bradley Clay	Emily King O'Donnell	jsdyq	Stephanie
Cassie Liscombe	Evette Eickelmann	Julie Parker	Stephanie Lewis
Cecil Katunar	Fred	Kait Lynn Cupples	Steven Achterberg
Chase	ghawkins	Kaitlin Brothers	stryt7
Cherise Fung	Gina Webb	Kathy Shepherd	Susan Cochran
Chris Keehn	Hannah Blankenship	Kay Hayes	Sylvia Dees
Courtneybr	Heath House	Kevin	Sylvia Skouby

Tammie Matlock	Teneke	Tom French	wilsoncry
Taylor Pense	Tina	Valerie Mersch	
tdoty	tina	Wendy estes	

1. Call to Order / Role Call
2. Approval of Minutes (Teams)
 - A. Kevin Walkup motions.
 - B. Joni Matlock seconds.
3. Reports
 - A. President Report-Jackie (ISAC)
 - o PTO transition is looking good
 - o February 7 (mid-February) – pay will be disbursed for vacation hours 80-160 that did not go into the PTO bucket (0-80 hours).
 - B. Treasurer Report-Joni
 - o Little change in accounts
 - o R1806 Expenses for Fall Staff Appreciation
 - o Shirt order accounted for.
 - o See attached spreadsheet.
 - C. Committee Reports
 - o Communications Standing Committee-Kevin
 - New Staff Member welcome emails Monday, Dec.
 - November newsletter stats
 - Facebook stats
 - o Advocacy Standing Committee-Lauren
 - 360 Feedback Review – in progress
 - Awards for Spring staff day coming up
 - Organize and standardize the scholarship process
 - o Campus Involvement Standing Committee-Kim
 - Food and Toy Drive – 5,000 food items donated to GRACE and 155 toys donated to the Chamber of Commerce.
 - Collection box voting is open until the end of Friday with an announcement next week.
 - Spring Staff Day – May 30
 - o Other Committee Updates
 - D. Faculty Update (David Westenberg)
 - i. Librarians are voted to be NTT status faculty
 - ii. IFC update: Procurement software update and how to update software efficiently systemwide.
 - iii. Faculty and Staff Champions will have a recognition luncheon in January.
 - iv. Athletics update – last week was International Student Week.
 - E. Staff Success Center Update (Simone)
 - i. Thanks for participating with Miner Mentions – met new goal of 600!
 - ii. Since January –
 1. S&T completed 977 prerecorded courses vs. 418 in 2022

- 2. 7,978 video views vs. 3,897 in 2022
 - iii. Show Me Series – Microsoft Teams 2.0 in January -
<https://share.percipio.com/cd/X5BTH9Ble>
 - iv. Staff Development Week recordings: <https://share.percipio.com/cd/fyFkQTsC2>
 - v. [Digital Clean Up Day](#) is today – Dec. 14. Clean up your email and files.
 - vi. Lunch with the Chancellor (new employees and milestones) – Jan. 30
 - F. TRAC-(Melanie Keeney)
 - i. No update
 - G. Guest Speaker- (Cindi Nelson)
 - i. Addressing the PTO Transition
 - 1. Comments submitted have been sent on to UM System.
 - 2. Questions are being addressed in this meeting.
 - i. Slides are attached and the recording will be posted to the website.
 - ii. **NOTE: The HR team is working with UM System to get clarity on the Caregiver Leave benefit. This will be communicated soon.**
4. New/Old Business-Megan
- H. Megan Fowler – updating elections for officers and the roles.
 - i. Treasurer, Secretary and VP are elected annually.
 - ii. The VP moves into president the next year.
 - iii. Modifying the roles of VP and President due to the difficulty in filling the roles.
 - 1. Talking of switching to annual elections for all positions and rearranging the role of president balance the responsibilities of president and vice president duties.
5. Open Discussion
- A. The minutes from this meeting including the slides from the PTO discussion and the recording of the meeting; will be posted by Wednesday, Dec 20.
6. Adjourn
- v. At January's meeting, the discussion will continue with a possible motion to change the By Laws for these roles.
 - A. Kevin Walling motions.
 - B. Kim Baker seconds.

Staff Council Financial Report

FY24 Information as of: 11/30/23

Mocode	Description	Beginning Balance	Revenue	Expenses	Ending Balance	Commitments	Available Funds
R0008	Staff Council Chancellor Main Account	0.00	11,393.00	-	11,393.00	(6,000.00)	5,393.00
RGP87	Staff Council Award Funds	0.00			-	6,000.00	6,000.00
R1806	Staff Council Fundraising - Special Events Account	8,469.62	6,369.00	(4,426.76)	10,411.86	(3,200.00)	7,211.86
RF814	Staff Council Gift Scholarship Account	15.58	-	-	15.58		15.58
RA054	Earth Day Account	9.78		-	9.78		9.78
RGN77	Chancellor Staff Council Scholarship Account	9,210.00		(898.50)	8,311.50	(351.50)	7,960.00

Fall Staff Appreciation Event 2023

	<u>Sales/Donations</u>	<u>Funds Collected</u>	<u>Source</u>	<u>Total</u>
Raffle		1,242.00	Cash	1,320.00
		78.00	Online	
Shirts*		680.00	Cash	3,395.00
		2,715.00	Online	
Chili		189.00	63 bowls	189.00
School Lunch Drive		240.00	Online	365.00
		125.00	Cash	
			TOTAL	5,269.00

*Cost has not yet been deducted



Missouri University of Science and Technology

Questions about Transition to PT0

Staff Council Meeting

December 14, 2023

Accrued Sick Time after January 1, 2024

Employees will retain sick leave balances viewable in myHR.

- Continue to be eligible for service credit at retirement for DB and Hybrid retirement plans
- Supplement university-paid short-term disability
- If PTO bank and other paid leave options exhausted, use for sick leave occurrences

HR-404 Sick Leaves, III. Using Sick Leave – Eligible employees may use sick leave balances under the following circumstances:

1. Short-Term Disability - Payment during the required elimination period may be allowed by the use of Sick Leave or other available paid time off. Use of Sick Leave may also be allowed to make up the difference between what is paid by Short-Term Disability and the employee's regular pay.
2. Workers' Compensation - Payment during the required waiting period may be allowed by the use of Sick Leave or other available paid time off. Use of Sick Leave may also be allowed to make up the difference between what is paid by Workers' Compensation and the employee's regular pay.
3. Illness and Injury, Other – After an employee has exhausted PTO, Short-Term Disability (if applicable), and Parental and Caregiver Leave (if applicable), an employee may use available Sick Leave subject to limits stated in the sick leave policy in effect one day prior to the effective date of this rule, as defined in HR Policy provisions in section I below.

Accrual Amounts and Process after January 1, 2024

Employees will accrue time similar to the current process.

Years of service*	Non-exempt (hourly)				Exempt (salaried)			
	Annual Days**	Annual Hours	Hours earned weekly	Maximum accrual in days/hours	Annual Days**	Annual Hours	Hours earned weekly	Maximum accrual in days/hours
Less than 5	18	144	2.77	36 days/288 hours	23	184	3.54	46 days/368 hours
5–15	23	184	3.54	46 days/368 hours	28	224	4.31	56 days/448 hours
15 or more	28	224	4.31	56 days/448 hours	28	224	4.31	56 days/448 hours

*Based on the most recent hire date.

**A “day” is determined based on an employee's FTE. (100% FTE-8 hours; 95% FTE-7.6 hours; 90% FTE-7.2 hours; 85% FTE-6.8 hours; 80% FTE-6.4 hours; 75% FTE-6 hours)

Hours that are carried over to be paid out or banked.

Vacation transition

Vacation Balance at Transition	2024	2025	2026
0-80 hours <i>(0-10 days)*</i>	<ul style="list-style-type: none">• All days convert to PTO	<ul style="list-style-type: none">• No action, entire balance converted in 2024	<ul style="list-style-type: none">• No action, entire balance converted in 2024
81-240 hours <i>(11-30 days)*</i>	<ul style="list-style-type: none">• First 10 days convert to PTO• Up to 10 days paid out• Remaining vacation banked and available to use	<ul style="list-style-type: none">• Remaining vacation is paid out	<ul style="list-style-type: none">• No action, entire balance converted or paid in 2024 & 2025
241-352 hours <i>(31-44 days)*</i>	<ul style="list-style-type: none">• First 10 days convert to PTO• 10 days paid out• Remaining vacation banked and available to use	<ul style="list-style-type: none">• Up to 10 days paid out• Remaining vacation banked & available to use	<ul style="list-style-type: none">• Remaining vacation is paid out

Holidays and Personal Days.

Personal days transition

- ▶ You have until your anniversary date in 2024 to use any remaining personal days, you will not accrue new personal days in 2024.

- ▶ Paid Holidays

- New Year's Day
- Martin Luther King, Jr., Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Day

Fixed Leave	Holidays 9 days per year	Winter Break (excludes MUHC) 4 days per year
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Is there anyway to substitute the parental/caregiver pto for time/days off? Or can I use the caregiver time to take care of my pets in time of need since they are considered my children?

There are no substitutions for the new leave plans.

► Caregiver Leave

- Who is considered a family member? Caregiver leave may be used for employees to care for an immediate family member with a serious health condition, including the employee's spouse, child, parent, sponsored adult dependent (domestic partner) or the child of a sponsored adult dependent with a serious health condition as certified by a health care provider.

► Parental Leave

- What situations are considered as welcoming a new child? Parental leave is intended for bonding with a new child. Employees may use parental leave in cases of childbirth (whether birthing or non-birthing parent), foster placement or adoption.