



January 8, 2025

8:30-9:30 am

No in-person option, this meeting has been updated to fully remote

Zoom:

<https://umsystem.zoom.us/meeting/register/tJYscuCrpjMpGtSek8hRr6RNQxZfTWe6GV70>

8:30 am **Call to Order**

Amanda Campbell, Chair

-Amanda calls the meeting to order at 8:32am, welcomes us to the new year of staff council

8:30 am **Giving Day**

Foundation

-Slide show from Amber Sheppard from the Foundation. Main responsibility of her team is raise funds to scholarship funds. Giving Day (<https://giving.umkc.edu/giving-day>) is March 4-5 from noon to noon.

-why the 24 period? It provides a sense of excitement of urgency and excitement, even competition 😊, also allows foundation to attract new donors. Also brings visibility to important causes across the university.

-2024 Giving Day raised more than half a million. Trend has been dramatically up since 2020.

-Foundation could use our help in promoting Giving Day. QR code in presentation which can be used to sign up to become a Giving Day Ambassador. It's a way help spread the word. When you're an ambassador, you get extra help from the Foundation team (including training) spreading the word and donations you are directly linked to can be tracked. There are also prizes afterward.

-Amber says the Foundation wants to share with staff because we understand the day-to-day of the University and as such can identify worthy causes and make compelling cases for donors.

-a slide on University priorities: student scholarships, HDIB, Care Center, MNL renovations, research. Dean priorities also considered (more specific to certain AUs)

-using the QR code, we can also submit other causes to be considered

-Dana Chamblin (chamblind@umkcfoundation.org) and Amber Sheppard (asheppard@umkc.edu) are best contacts for Giving Day

8:45 am **December Meeting Minutes**

Jye Shafer, Secretary

-minutes are approved as they stand

Treasurer's Report

Sarah Bigge, Treasurer

-no updates, balance unchanged since December meeting

8:50 am **New Voting Member Orientation** Sarah Amos, VC of Membership

-Sarah gives presentation on expectations (a copy of the full presentation will be shared in the General Teams chat), mission and vision, bylaws (last updated May 2024), voting members (as of fall 2024 we are at the max of 50 voting members), Executive Committee roles, Committee details (including chairs and co-chairs, regular meeting times), general body meeting policies such as attendance, quorum required for conducting meeting, etc., ISAC and faculty senate, university budget committee, administrative council

-Voting member expectations are also discussed in detail, including attendance policy, committee participation, and sharing updates with your office/division/department

-next steps and important dates:

- By Jan 10th:
- make sure we have your shirt size (t-shirt form: https://docs.google.com/forms/d/e/1FAIpQLSc9cUKU_7biNnO28UAVRE3FOWHzMLgQ5VvoBuDtZOv-tQ-eTQ/viewform?usp=sf_link)
- that you're all set on the Staff Council Teams channel
- that you have your committee selection finalized

Important dates slide is shown (

9:30 am **Adjourn**

-Amanda asks for last minute questions, there being none, meeting is adjourned at 9:10am



Staff Council New Voting Member Orientation

January 8, 2025

Staff Council Meeting

Agenda

- The Basics:
 - Mission and Vision
 - Bylaws
- The People
 - Voting Members
 - Executive Committee
 - Committees
- The Structure
 - General Body Meetings
 - Committee Meetings
 - Campus and UM System Committees
- Voting Member Expectations
- Next Steps and Important Dates

The Basics: Mission and Vision

Mission

- The mission of the UMKC Staff Council is to provide a forum of advocacy and outreach for all UMKC staff employees, to represent staff interests to the UMKC and University of Missouri (UM) System community and leadership, and to provide opportunities for recognition and professional development.

Vision

- Staff Council serves to promote a positive and collaborative work community. We strive to represent the voice of UMKC staff in university initiatives through education, advocacy, recognition, and outreach.



The Basics: Bylaws

Staff Council Bylaws

(last updated in May 2024)

The People: Voting Members

- Based on a proportion of the entire UMKC staff population.
- Representative of the UMKC staff to the greatest extent possible.
- Members are chosen through a process of nomination and election (coordinated by the Vice Chair of Membership).
 - Composed of 32-50 voting members, each serving 2-year terms and rotating one-half of the membership each year.

The People: Executive Committee

Chair: Amanda Campbell

- Presides at all Staff Council meetings, manages Council business, and carries into effect all Council resolutions.
- Meets with the Chancellor once a month. Meets with the Director of Human Resources once a month.
- Serves as an Intercampus Staff Advisory Council (ISAC) representative (3-year term of office Sept. 1 - Aug. 31).
- Appoints representatives to campus committees.
- The Chair may only vote to break a tie.

Vice Chair: Jessica Pearson

- Serves as Chair in the event of the Chair's absence.
- Delegates duties to the Vice Chair as needed.
- Leads Staff Council Committee Chair meetings. Oversees communication with Staff Council Committee Chairs.
- Serves as an ISAC representative.

The People: Executive Committee

Secretary: Jye Shafer

- Keeps Staff Council minutes and records.
- Distributes minutes to Staff Council members.
- Receives and keeps all reports and correspondences from Staff Council committees, UMKC committees, university officials, and others having business with the Staff Council.

Treasurer: Sarah Bigge

- Pays all invoices and deposits all donations for the Staff Council account.
 - All purchases must receive prior approval from the Treasurer before completion.
- Posts budget updates before each Staff Council monthly meeting.
- Advises Staff Council when creating the next yearly budget.

The People: Executive Committee

Vice Chair of Membership:

Sarah Amos

- Coordinates Staff Council elections for Executive Committee and voting membership.
 - Voting Member elections: October
 - Executive Committee elections: April
- Monitors Staff Council meeting attendance and notifies the Executive Committee of any voting member excessive absences.
- Welcomes and provides information for new Staff Council voting members and UMKC Staff.

Vice Chair of Communications:

Kim Kushner

- Coordinates and continually improves the content and methods of communication to UMKC staff and leadership regarding the Staff Council mission, activities, efforts, achievements, and all matters that concern UMKC staff.
- Implements and coordinates marketing for events and opportunities concerning staff and the Staff Council, at times with assistance from MCOM.



The People: Committees

Outreach:

Laura Moore, Destiny Delgado Peterson

- Responsible for the promotion of, participation in or development of community service projects and the review of funding requests from outside the Staff Council.
- Promotes the university's key mission areas and visibility by positive engagement between the university and the broader community through service and collaboration.

The People: Committees

Engagement:

Dylan Green, Alisha Langham

- Responsible for the development of programs towards the recognition of staff achievements and coordinates and plans large scale activities for the appreciation and morale of UMKC staff.
- Responsible for Staff Appreciation Week, Staff Appreciation Lunch, and Staff Community Groups.

The People: Committees

Professional Development:

Arin Morse

- Liaises with and assists Human Resources on the promotion and development of existing programs in career advancement, as well as development of tracks not within the purview of Human Resources.
- Responds to staff needs by providing opportunities that contribute to strengthening skills, expanding knowledge, and developing both personal and professional excellence in advancement.
- Responsible for the Staff Council Professional Development Conference.

The People: Committees

Communications:

Kim Kushner

- Supports all other standing committees by distributing information to staff members, primarily through the Staff Council newsletter and website.
- Initiates marketing strategies and supplies branded materials to staff.
- Supports all committees in efforts to achieve Staff Council goals.

The People: Committees

Membership:

Sarah Amos

- Recruits, selects, trains, retains, and recognizes Staff Council voting members.
- Facilitates the voting membership elections process and organizes Staff Council representation at university-wide events.
- Educates UMKC staff about the purpose of Staff Council and its available resources.

The Structure: Committee Meetings

- **Outreach:** meets the second Thursday of every month at 10:00 am.
- **Engagement:** meets the third Friday of every month at 10:00 am.
- **Professional Development:** meets the fourth Thursday of every month at 9:00 am.
- **Communications:** meets the first Tuesday of every month at 11:00 am
- **Membership:** meets the fourth Tuesday of every month at 11:00 am.

The Structure: General Body Meetings

- **Meetings take place the first Wednesday of each month (unless otherwise noted) from 8:30 am-10:00 am.**
 - Meetings are generally both in-person and via Zoom.
 - Meetings are open to any UMKC staff, unless the Chair directs otherwise, and a majority of Staff Council concurs.
- All Staff Council voting members and Executive Committee members are required to attend General Body meetings.
- No business shall be transacted at a meeting unless a quorum is present and continues to be present at the meeting. A majority of the duly elected and qualified members constitute a quorum.

The Structure: Campus and UM System Committees

Intercampus Staff Advisory Council (ISAC)

- **Representatives:** Amanda Campbell, Jess Pearson, and Kim Kushner
- **Meeting Details:** The UM Intercampus Staff Advisory Council (UM-ISAC) was formed by the University of Missouri System President in January 2000 to advise the president on matters of mutual interest and to serve as an information and liaison medium for employees and administrative offices on such matters as may be referred to the Council, as the Council initiates, or as UM employees may request.
- **Website:** www.umsystem.edu/ums/hr/isac

Faculty Senate

- **Representative:** Amanda Campbell and Jennifer Burrus
- **Meeting Details:** Represents the voice of the faculty and establishes an effective vehicle for the needs and concerns of the Faculty to be presented for discussion and debate.
- **Website:** umkc.edu/facultySenate/resources/index.html

The Structure: Campus and UM System Committees

University Budget Committee

- **Representative:** Amanda Campbell
- **Meeting Details:** Advises university leadership on resource allocation to meet strategic goals and ensure fiduciary responsibility.
- **Website:** umkc.edu/provost/shared-governance/committees/university-budget-committee/index.html

Administrative Council

- **Representative:** Amanda Campbell
- **Meeting Details:** Made up of extended campus leadership. Serves to discuss campus wide initiatives and receive input from leaders.
- **Website:** N/A

Voting Member Expectations

- Attend Staff Council monthly general body meetings.
 - Email the Vice Chair of Membership if you are unable to make a meeting.
 - Excessive absence = 3 unexcused missed meetings in a year (General Body or Committee) generates immediate review by Executive Committee.
- Join and be active in 1 Staff Council internal committee: Outreach, Engagement, Professional Development, Communications, or Membership.
- Share Staff Council updates. You are your department/office/division's liaison.

Next Steps and Important Dates

- By Jan. 10:
 - Make sure that we have your shirt size.
 - Make sure you are all set on the Staff Council Teams channel.
 - Make sure you have your committee placement sent to staffcouncil@umkc.edu.

Important Dates Spring 2025

- **January**

- January 8: General Body Meeting
- January 9: Employee Wellness Panel (PD)
- January 15: Virtual Staff Coffee and Chat (Membership & Engagement)
- January 17: Staff Awards Nomination Deadline (HR)
- January 30: American Cancer Society Hope Lodge Service Event (Outreach)

- **February**

- February 5: General Body Meeting
- February 14: Blood Drive in Pierson Auditorium

- **March**

- March 5: General Body Meeting

- **April**

- April 2: General Body Meeting
- April 3: Staff Resource Connect (PD)

- **May**

- May 7: General Body Meeting
- May 7: Junior Achievement Volunteer Day (Outreach)
- May 20: Professional Development Conference and Staff Appreciation Lunch

- **June**

- June 4: General Body Meeting