

SEPTEMBER 14, 2021

UNIVERSITY OF
Nebraska
Omaha



STAFF ADVISORY COUNCIL
GENERAL ASSEMBLY MEETING



UNIVERSITY OF NEBRASKA AT OMAHA
STAFF ADVISORY COUNCIL

General Assembly Meeting Minutes
September 14, 2021
9:00 am
CEC 205 and [Zoom](#)

This meeting will be held under Chatham House Rule. Topics and decisions will be fully and accurately represented but not individual speakers.

In Attendance: Traci Anderson, Andrew Armatys, Rachel Boyce, Kaitlin Carlson, Angela Collins, Marlina Davidson, Keristiena Dodge, Yuriko Doku, Traci Fullerton, Nikki Hecht, Bethany Hughes, Mindy Hunke, Rachael Jensen, Victoria Kohout, Keenan Krick, Heather Leas, Thomas Martinez, Geri Murphy, Rachel Radel, Lenea Reeves, Ellen Rice, Kevin Roy, Lolita Schumacher, Chris Scott, Mike Smith, Katie Sup Rezac, Andrea Talbot, Hanna Wazenried Solberg, Paola Birones, Kirsten Case-Fuller, Nadira Ford-Robbins, Kim Harkins, Stephanie Neuman, Chelsea Sullivan,

Guests: Sacha Kopp, Charley Steed, Chancellor Li, Sarah Woods

Consent Agenda

These are unusual times, and the Staff Advisory Council is dealing with a significant number of topics that affect staff and require discussion. To create a space for dialogue, I propose a consent agenda. If any items require discussion, they can be removed from the consent agenda and discussed separately. The consent agenda can be found on the second page and includes the regular officer reports.

Meeting Agenda

- I. Call to Order
- II. Formalizing Staff Development Opportunities (Senior Vice Chancellor Sacha Kopp and Marlina Davison) – 10 minutes
 - Announcement: Janine Brooks passed this weekend. Jeff Kaipust lost brother and nephew last weekend (Alum).
 - Flexible Work: Chancellor talking with other chancellor's and President.
 - Began last spring.
 - Group focused on staff professional development.
 - PD Committee creating a list
 - Center for Faculty Excellence (adding services to CFE) to include name changes to include staff.

- Survey for SAC to get feedback and quickly as possible
- III. Approval of Consent Agenda (in lieu of officer reports)
- Passed.
- IV. Flexible Work Survey – Heather Leas – 10 minutes
- 75-80 actual responses.
 - Most staff reported that teams were equally or more productive during remote work.
- IV. New Business
- A. NU Sick Policy
- KD Spoke with Chancellor Li.
 - Comments of support.
 - What do the other campuses say? They're interested in working on this together.
 - How does sick leave relate to the parenting leave policy at system level?
 - System-wide effort for family leave policy. Proposed draft is circulating through leadership on each campus.
- B. COVID Leave (time permitting)
- COVID lasts longer than sick leave is permissible. Sick can't be used to quarantine. SVC looking into re-instituting COVID leave. Chancellor wants more info.
 - COVID leave was originally a federal fund. The additional leave was a system pool. Those funds no longer exist.
- C. Winter weather policy
- Chancellor discussed with Carter
 - "Employees with alternative worksite capabilities"
 - want to define this group very narrowly
 - add mitigating circumstances
- V. Guest Speaker: Chancellor Joanne Li (10.00 a.m. – 10:30 a.m.)
- A. pilot Summer-time flexible schedules (4x10 schedule), as long as units can sustain it.
- B. Honor shared governance, which includes staff.
- One purpose: make sure students have good education.
 - Thank you!
 - Everyone at UNO has a voice at the table. Its okay to speak up. Its okay to disagree. This is an urban university which will lead by example in diversity and inclusiveness, including diversity of opinions.
- C. Questions:
- Flexibility within schedule? Let's do one variable at a time.

- When will we re-hire DEI? Had to find money for AVC HR and Chief Diversity Officer. CDO takes longer because it will be a national search. Goal is end of year. Will report directly to Chancellor. Intend to create a culture of DEI. Not a culture of “checking the boxes”.
- Staff leaving for lots of reasons. That impacts students, among other things on campus. What is the campus looking at to hire and keep the best staff that we can? --Unemployment in Ne. is only 2%. We can't compete with just pure money. (asking for free parking for staff making ≤\$35k). Need to be innovative to address labor shrinkage and budget cuts. Need to think about current expenditures. Need to think about how to grow revenue.

VII. Announcements/For the Good of the Order

VIII. Adjourn



- Established meetings with UNL, UNMC, and UNO counterparts
- Several meetings with leadership on the following topics:
 - [Inclement Weather Policy](#)
 - Strategies:
 - Support Chancellor Li in her discussions with the President's Office
 - Narrowly define 'employees with alternative worksite capabilities'
 - Covid Leave
 - [NU Sick Policy](#) (please see attachment)
 - Professional Development opportunities
- Received SAC representation on the search committees for the Assistant Vice Chancellor for HR and the Associate Vice Chancellor for Diversity, Equity, Access and Inclusion.
- Request approval of budget and committee goals (we did not have a quorum via online voting)

Treasurer's Report

- Full SAC balance is available

Professional Development

Action Items Completed:

- PD Fund Applications
 - PD Fund Submissions reviewed
 - 18 applications
 - 16 grants funded
 - 1 grant declined because of ineligibility
 - 1 grant application request for additional information
 - Total appoint awarded: \$10,785
- UNO Staff Professional Development discussion
 - Created list of opportunities we'd like to see UNO offer for staff development opportunities that are already offered but might not be advertised or known by everyone.
 - Started list of possible name change for Center for Faculty Excellence (CFE) to be inclusive of staff in the Academic and Student Success sectors.
 - Survey development and distribution soliciting feedback from SAC members about professional and career development.



Action Items In-progress/Pending:

- Re-evaluate / Update Application Process
 - Update SAC PD Description, Award Details, Funding Requirements
 - Discuss Application/Review Cycle
- Create PD Fund Application Scoring Rubric
- Update Marketing Materials
 - Template emails, postcards, etc.
- Formalize SAC PD Processes document including information on steps to follow at the beginning of each academic year as well as FAQs for future years and committee members.

Strategic Planning and Climate Committee

- Team met on 09/04/21 including: Traci Fullerton, Heather Leas, Bethany Hughes and Sarah Heimerman
 - Stay Interviews were discussed: Group asked about how do those involved avoid filtering? How does the process re-engage the dis-engaged? Assessments on a certain basis? Data identified by # years of service?
 - Remote Work/Hybrid Work: Is there an objective Strat planning can do to keep this topic important to leadership. Discussed how to channel to a solution with positive solution versus a venting exercise. What are the mutual beneficial aspects of working from home?
 - Fragmented communication-how can strategic planning develop or promote better communication?
 - Discussed perceived time frame of communication across campus- too little, too late
 - Consistency of message across centers and administrative units, lack thereof personally experienced
 - Differences in processes between different units Why the difference?
 - Paternity leave policy, not consistent. Ex: HR policies interpreted differently across campus. Subjective interpretation that causes ambiguity->animosity between units
- 09/02/21: Collaborative effort under the Chancellor's Commission for Gender and Equity (4 campus leave policy under discussion: asking for 12 weeks leave that does not go against people's sick/vacation leave). Kirsten Case Fuller is in loop with the status of the 4-campus leadership. Looking for a unified voice. There is a proposed policy but the group is looking at comparable policies across other campuses. Chancellor either has or will receive the recommendation. Kirsten will get our group looped in to the G&E commission so we have updates. *Kristen has sent this information to me and I have connected with Ferial Pearson who provided dates for upcoming CCSGE meetings. Sharing this with strat plan team to see if we have a volunteer who would like to attend.*



Community Engagement Committee

- No report items at this time.

Events Committee:

- Wed, Oct 13, 7p-9p, inside MBSC (for shift workers)
- Thurs, Oct 14, 11a-1p, inside HK
- Thurs, Oct 14, 11a-1p, outside Mammel (with drive-by pickup for WFH)
- Food:
 - 1 grab-n-go meal per person
 - 1 bottled drink per person
 - Menu pending
- Cost: \$11.50/pp inclusive
- Swag:
 - We have items from past events, such as branded pizza cutters and other swag, that will be available on a first-come, first-served basis. Due to the higher food costs associated with boxed meals vs the traditional event buffet, we are unable to offer new branded swag for this event.
- Qualtrics survey will be going out soon to gather numbers, dietary needs, and date/location choice.

NU Sick Leave Policy

The University of Nebraska sick leave policy creates unnecessary inequities between the office/service staff and managerial/professional staff. Specifically:

- Managerial/professional staff receive 1,440 sick hours after two years of service. This balance is reset to 1,440 sick hours every January.
- Office/service staff accrue their sick leave by hour at a much slower rate regardless of their service years.
 - The justification of this difference often is explained by the payout of sick leave. However, following the BRT process, this was amended to the following: Office/service staff that were hired prior January 1, 2019, and who retire from the University before July 1, 2035, do receive $\frac{1}{4}$ payout of their sick leave. Office/service staff hired after January 1, 2019, are not eligible for sick leave payout.

Furthermore, the University of Nebraska does not offer short-term disability insurance. This may not be a problem for managerial/professional staff that have been with the university for two years, as they can use their annual 1,440 hours of sick leave in this capacity. However, it is problematic for office/service staff and employees with less than two years of benefits-eligible service.

The UNO Staff Advisory Council urges the NU president, chancellors, and Board of Regents to rectify this inequity by making the following changes:

1. Change the office/service staff leave policy to match the managerial/professional staff policy.
2. Create an option of enrolling into short-term disability insurance for staff members that have been with the university for less than two years.
3. Allow current employees that were hired prior to January 1, 2019, to opt into the new policy (receive 1,440 sick hours after two years of service and forgo the $\frac{1}{4}$ payout of their sick leave balance) or be grandfathered into the old policy (accrue sick leave at a much slower rate and receive a $\frac{1}{4}$ payout of sick leave if the staff member separates from the university before July 2035).

SAC 2021-2022 Committee Goals

Strategic Planning Committee Major Initiatives

- Salary Survey
 - Stay Interviews
 - Improving fragmented communication
 - Staff Learning/Knowledge User Groups
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Events Committee Major Initiatives

- Focus on reconnecting staff as they return to campus, while also respecting social distancing guidelines and health security best practices.
 - Operate with the mission of increasing staff morale through recognition and appreciation activities.
 - Plan events and engage staff in ways that honor and furthers DEAI initiatives.
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PD Committee Major Initiatives

- **SAC PD Fund Program**
 - Continued success of PD Fund program
 - Create workflow for easy long-term sustainability
- **Staff Recognition**
 - Continue to support HR with Employee of the Month recognition
 - Continue annual staff recognition with awards (e.g., Unsung Hero Award, Above & Beyond Award, SAC Recognition Award)
- **PD Campus Activity/Event**
 - Host a PD activity/event with the Events committee that will encourage UNO staff community building

PD Committee Outcomes, Metrics, and Core Values

- **SAC PD Fund Program**
 - *Outcomes*
 - Establish documentation for easy long-term sustainability of PD fund program process
 - All available funds awarded and spent by the end of FY 2021-2022
 - Data collected and a list of recommendations shared w/NU leadership for 1) continued support; 2) expanding the program to other NU campuses
 - *Metrics*
 - Documentation of PD fund program process
 - PD Fund WBS shows all available funds committed and processed by the end of FY 2021-2022

- Qualitative and quantitative data (see baseline list in PD Fund guidelines) are collected and disseminated
 - *Core Values*
 - Discovery, Inclusion, Integrity (Strategic Plan goal 4.1)
- **Staff recognition**
 - *Outcome*
 - All available 2021-2022 budgeted funds for staff recognition awards are spent and awarded to the recipient by the end of FY 2021-2022
 - *Metrics*
 - SAC WBS shows all available funds for recognition awards are committed and processed by the end of FY 2021-2022
 - *Core Values*
 - Inclusion, Integrity, Maverick Spirit, Excellence (Strategic Plan goal 4.1)
- **PD Events**
 - *Outcome*
 - Increased opportunities for UNO staff for community building.
 - *Metrics*
 - Number of PD event attendees
 - $\geq 50\%$ of attendees will indicate satisfaction with PD event through post-event surveys
 - *Core Values*
 - Discovery, Inclusion, Integrity, Maverick Spirit (Strategic Plan goal 4.1)

Community Engagement Committee Major Initiatives - TBD

SAC Committee	Budget	Actuals Spent	Balance	Expense Description
Community Engagement	\$ 450.00			
Total	\$ 450.00			
Events	\$ 12,000.00			
Total	\$ 12,000.00			
Professional Development				
Postcard	\$ 50.00			
Employee of the Month	\$ 1,800.00			
End of Year Staff Awards	\$ 1,700.00			
PD Community Event/Activity	\$ 3,000.00			
Total	\$ 6,550.00			
Executive Team				
Polos/Awards/SAC General	\$ 1,000.00			
Total	\$ 1,000.00			
Total SAC budget	\$ 20,000.00			