

SAC meeting minutes 02/04/2015

Approval of last month's minutes? Approved and seconded

Treasurer's report

- John reported the YTD expenses were 804.13
 - o This month's last month's charges hitting our chart field string
 - \$45.00 for shelter reservation for the Staff awards/picnic
 - \$23.44 for name tags
 - \$100.00 for the awards plaque

Committee reports

- John Attended the ISAC special meeting to discuss the Title IX draft policies (Student, Staff, & Faculty)
 - o There was some good discussion, mostly concerning the differences between the 3 policies.

Old business

- The walking treadmill and ergonomic bids are not finalized.
- Communication channels (creating an email chain similar to the wellness ambassadors for SAC) have not been established for each department/building covering UM System.
- Website
 - o John needs to locate the old meeting minutes and summarize them in a new PDF document and link them to the website.
 - o John needs to import the DEV website to the live website.
 - o John will update the current committees page
 - o Jason completed the new blog entry
 - A new blog entry will be added at least every 60 days if not sooner.

New Business

- Bowling email
 - o To encourage participation we need a separate communication from the VP's so that employee know that they do not have to take personal time if they want to attend the event.
 - o The mass email was reviewed by the council by email distribution and it looks good.
 - What is the protocol for approval?
 - What is the protocol for getting on the calendars?
 - o It is approximately \$40.00 to purchase 80 cup cakes.
 - It was approved to purchase the 80 cup cakes
 - o We will make sure the mass communication includes information that we are encouraging team themes and the prizes
 - Our first communication will be sent by February 10th, second communication by February 24th, last reminder by March 4th, and registration information is needed by the Town and Country Lanes by March 6th.

- 20 lanes are reserved, 6 people per lane.
 - \$10.00 per person, bowling from 2:30 pm – 4:30 pm
 - Money to be given to the nearest SAC representative to be deposited by CRR at least once/week.

- Old SAC documents in storage located in strategic communications
 - Melanie stated there was approximately 3 file cabinet drawers (about 2 records management boxes) that will need to find a new home.
 - Procurement (Heinkel Building) will be the new home for the supplies/documents.

- Staff Awards/Picnic
 - Permission for length of time for event?
 - What was the procedure?
 - Please find the picnic task list from last year
 - Set date for first contact
 - Divide up responsibilities
 - Picnic rain location
 - MO United Methodist is a \$100 donation and it was agreed that this would be our rain location. There really is no other option.
 - Catering options
 - All BBQ caterers were contacted and Smoking Chicks is the most economical (\$7.25 per person).
 - Includes: 2 meats (vegetarian option), 4 sides (11 total to choose from), tea, breads, & desserts.
 - It was decided to have Smoking chicks cater the event.
 - Westlake's dollars will be available to use
 - Nominations page of the website needs to be updated
 - There should be more of a template for people to follow to better understand the criteria for nominating someone.
 - The hope is this will help increase nominations
 - An employee should not be able to nominate themselves.

- Trivia
 - MSHSAA has a free room that can be used verses general services building (\$150.00).
 - It was approved to use the MSHSAA room
 - The date for the event was selected as Wednesday August 12th noon – 2 pm.

- SAC Picture in UHALL
 - We need to determine if we have an appropriate frame that can be used for the new staff council picture. If we do not have one to use we need to purchase a new frame. We would need to install the new picture ourselves per Brenda Dennis the UHALL building coordinator.

Special Guest – Dr. Gary Allen

- IT Consolidation “IT Transition”
 - o The IT consolidation is limited to the Columbia campus.
 - IT is already centralized on all the other campuses.
 - o It is an effort to provide coordinated IT for campus moving towards a model that results in a matrix management model.
 - o Our current setup:
 - IT system employees support PeopleSoft
 - IT campus employees support the local needs of the campus
 - o Division of IT was formed when Gary Allen was first hired
 - 300 employees at the system level with 85-80 in MOREnet
 - Approximately 300 IT employee on campus that report to the campus department.
 - o Benefits of the IT consolidation
 - Better employee titles
 - Better performance evaluations
 - Better security policies and procedures
 - Better efficiency
 - Better standards
 - Better communications
 - Provide staff with “bench strength” (backups)
 - More formal training opportunities
 - Division of IT will better understand our own strengths and weaknesses
 - o How the transition will work
 - Current campus IT staff will stay where they are and continue to support the same people/department.
 - They will report to the division of IT instead of their campus department.
 - o Issues that need to be worked out
 - Budgets
 - GO Funding
 - Grants/Contracts
 - Sub Committees (Faculty Council)
 - o Early adopters
 - Med school
 - Vet school
 - Arts & Science
 - Health Professions
 - Facilities and operations (all units under Gary Ward).
- ERP Study
 - o Substantial increase to campuses the last few years for each upgrade (HR, Finance, Student, & advance).
 - Approximately 14%/year increases each year
 - o Early investigations

- We are being victimized by our own customizations
 - PeopleSoft is customizable
 - Upgrades are very difficult and costly due to customizations
 - One year ago we started a formal investigation
 - Consulting was performed in May 2014
 - We compared our practices to industry best practices
 - The study was to make recommendations for the future.
 - Results
 - Finance system is “OK” shape.
 - There will be an upgrade in spring 2015 and a part of the upgrade process will be to remove all but the absolutely necessary customizations.
 - Student is not in the best shape.
 - Student administration business processes vary for each campus.
 - We run 4 instances of the student finance but we run a single set of code (very complicated “if - > then” code).
 - Because PeopleSoft is older it does not support functionality (user interface features) that we would like to use.
 - For example, Student retention is a very important aspect of each campus but PeopleSoft does not support the needed reports or alerts for monitoring student success factors.
 - “Star Fish” is a 3rd party software that has been added to PeopleSoft but due to our complexity, it had to be installed 4 different times.
 - The cost to maintain the 4 different student finance systems is about \$72 million per year.
 - Between now and the end of the fiscal year a plan will be developed for what we will do 5 years from now with the student finance system.
 - There may be culture change as a result of the ERP Study
 - With reduction of state support there is pressure to keep tuition low and one way is to reduce costs as much as possible.
- Operational Excellence Project
 - There are opportunities for shared services
 - As a result of the project we have implemented cost savings for the following:
 - Travel reimbursement
 - Supply chain Mgmt.
 - Data center consolidation
 - There were at one time 25 data centers across 4 campuses
 - They were consolidated
 - Better standards were developed (servers, networking, etc.)
 - Why IT/Security is so difficult on a college campus

- Outsource when it meets needs, the terms & conditions can be approved through legal, and it is cost effective.
- Approximately 35,000 students carry 2.6 connected devices at all times
- We must have industry accepted security standards or greater to protect our intellectual property, government research, etc., but we must have open networks, sharing of ideas, etc.
- We must have the latest and greatest but we also must support the old technology that may be needed for teaching or business process.