University Staff Senate Minutes

August 18, 2022, 11:00-1:00 p.m. Raynor Memorial Library, Beaumier Suite D

Present:

Elected representatives:

Jack Bartelt, Chris Bartolone, Kirsten Boeh, Maria Cooper, Robin Cork, Melissa Econom, Molly Eldridge, Christine Fleming, Latrice Harris-Collins, Calley Hostad, Amber Jensen, Sarah Kazlauskas, Yvonne Printz, Steve Robertson, Nicolle Skoien, Carol Trecek

Other attendees:

Cliona Draper, Maggie Klatt, Karen Nest, Karen Ortiz, Laura Abing, Amy Kaboskey, Sherri Lex, Kim Poehlman, Lauren Accola, Brigid Alba, Rea-Ann Vanek, Ritu Sachdev, Tina Aiello, Lori Montezon, Autumn Green

Chair Carol Trecek began the meeting at 11:04 am. Chris Bartolone led the reflection.

Special business

Guest presenters: Crisis Management Planning Overview

Lynn Griffith, Assistant Vice President, University Communicationsa()2t)y9T29T29T29T29Ody&DC - 47c QC22c -- 27T28c -

The EMP was designed to follow the FEMA national preparedness framework to respond to three types of crises. The plan is designed to move fluidly between these three tiers, or crisis types, as an event develops.

o Examples:

Limited Crisis: the bus that ran into the building a few years ago at MU (an actual past event).

Significant Crisis: a protest starts and then becomes a larger event with serious injuries (an imagined event).

Evolving/Long-term Crisis: an active shooter on campus (an imagined event).

EMP Prevention section highlights:

- o The goal of a "threat assessment" is to investigate how likely an event is to occur, and responses to that event.
- o Crime Prevention through Environmental Design, CPTED, environmental designs examples: lighting, speed bumps, etc.
- o Campus safety signage, yard signs, AMU signs, reminding people to sign up for the safety alerts, download eagle eye app, walk in pairs, etc.
- o SPARK and orientation messaging, one page handout for parents and students
- o Increasing the communication in MU Today regarding safety trainings/programs
- o Partnership with the Near West Side Community
- Updated the safety alert text templates broaden the scope of when they are sending them.

Example: Large scale police presence would initiate a text, even if no threat or movement or shelter in place is necessary.

New MU policy on mass texting.

Response to other campus groups wanting to use the mass texting feature causing a fear that folks on campus would get too many texts and miss important MUPD notices, especially the safety messages informing people when they need to shelter in place, etc.

 Parents can now sign up for safety text alerts. They will get a text when staff, faculty, and students receive it.

Parents are often the ones calling MUPD and clogging the phone lines and commenting on the MU Parent FB group page. Goal to keep them in the loop while also keeping the phone lines free for incoming calls.

o Reorganizing the MUPD website with a focus on how people want information. EMP

Meeting monthly helps to make needed changes to the plan quickly. Crisis Management Plan and Crisis Communication Plan are both drafts that are updated every year. They are always looking to make improvements and fix things that "didn't work".

o Communication plan has sensitive information so was only distributed to senior MU leaders.

EMP Response section highlights:

- Examples for new vendor: active shooter, big bus accident with injuries and or fatalities, the vendor would set up a call center, reunification center, etc.
 Goal is to keep MUPD team and phone lines clear and focused on the
 - MU used to have a university organized call center nice to lean on an experienced team to do that work instead of MU folks who were trained in the past but aren't regularly called to do the work.
- Finding all the on-campus staff/faculty/students during and after an event.
 MUPD working with MU IT to set up a system to text and request that all respond if safe.
- EOC, Emergency Operations Center, makes sure the groups work together during a crisis (like "air traffic control")
- o Continuity of Operations Planning

work they need to do.

Working on this for the next year. What to do if a unit needs to relocate an office for safety? Minimum function is the goal.

- o EMP Related Initiatives highlights:
 - o SERT

Example: serious injury or death of a student/faculty or staff. Flow chart of people that need to get notified. Stephanie Quade handles this for students, Claudia P Eximply 1000021. Tw d03 1..005

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o What not to do: Don't spread

Staff Senate grant for Spanish language. Group met this summer and plan to advertise the course with leadership. Asking supervisors to nominate student facing staff to start in Spring, Fall, and then Summer (10-15 individuals each session), offering the course 3

Climate survey is done every 5 years at Marquette. Melissa will ask HR about when it would be good to talk about that.

Group could not recall when Provost had been to Staff Senate to speak before; perhaps time to extend an invite
Generation Z presentation
Athletics
Hispanic Serving Institution Steering Committee
Center for Peacemaking
Office of University Relations to discuss what their merger means to us.
No ideas from the group, back burner this for now.

Nominations and Elections

Upcoming elections for 2023 will be easy because of the numbers of those transitioning out. Moving into 2024 Staff Senate will be losing 7 people (at large role).

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- o Waiver expires on October 31, apply asap if you haven't! It takes some time to go through the application process.
- o HR has information on it, and Jack can share information about PSLF, as he has just gone through the process.

TIAA prep "let's about your plan for retirement" email, seemed suspicious. If questions about whether an email is legitimate contact IT by reporting spam on an email. IT prefers folks to use the "report it" button at the top of emails.

The meeting adjourned at 12:39 pm.