

All Staff Town Hall

3.25.20

Interim Vice Provost of University Libraries

- Deb Ward expressed her gratitude for Library Staff and the resiliency we have expressed throughout this unusual situation.
- She is thankful that staff who are unable to work from home are able to receive Administrative Pay as that is not the case at some peer institutions. It was also noted how quickly President Choi and University Administration worked to complete the closure of the University although, at the time, there were a lot of unanswered questions and uncertainty was high.
- Staff are encouraged to contact LTS as needed.
- Library staff were encouraged to build time in to take care of yourselves by staying hydrated and taking short stretch breaks.
- The deadline for MyVita Performance evaluations was extended for 2 weeks.
- Brenda Slade noted that FMLA may be changing and she will email occasionally to provide updates and links, when available.
- Deb offered a big thanks to Janice Dysart and her work in compiling free [resources](#).
- Deb is providing a short list of members with access to buildings for Campus Facilities.
- University departments are encouraged to be mindful of how we use resources as it is anticipated that the University could lose future funding as a result of lower enrollment in the coming year.

Associate University Librarian for Research, Access and Instructional Services

- Jeannette Pierce noted that we are staffing chat services with library staff during the day and the Chatstaff service over the night hours.

Associate University Librarian for Acquisitions, Collections and Technical Services

- Corrie Hutchinson had no update at this time.

Assistant Director of Business Administration and Fiscal Officer

- Kathy Peters thanked her team in physically closing the library, managing Zoom links, finalizing payroll, and fielding many emails about Telework. Payroll has been finished for the previous cycle and paychecks will be distributed as usual.
- It was requested that staff send student worker hours to MUlibraryhr@missouri.edu for scheduled work that was not able to be completed between March 12-20. Brenda will send an email with more detailed instructions in reporting this Administrative Leave time moving forward.
- It was requested that library staff record their time as accurately as possible, including personal, vacation and sick time, as directed by HR if 40 hours of worktime is not possible.

Interim Assistant University Librarian for Specialized Libraries

- Kate Anderson thanked Mara for noting in an Engineering chat that the libraries are still available to help remotely. It is important that we remain accessible to student and faculty needs.

Interim Assistant Director for Health Sciences Library

- Chris Pryor noted that the Health Science Library is recovering from closing last week as well but has also been affected by MU Healthcare protocol.
- The School of Medicine indeed postponed their exams.

The meeting was opened up to questions from staff:

Q: It was asked if we will have an update on the return to work date now that the City has issued the Stay at Home Order that extends a week longer than the University's return to work date.

A: It was advised that we wait for word from University officials on this matter and we are rest assured that they are discussing this situation at this time.

Q: Do you have an update on Administrative searches?

A: Deb reported that searches that have been started, will continue to completion. Those, like the Vice Provost of University Libraries, that have not yet started, will remain on hold until probably this summer.

Q: Can work expectations be clarified for those that don't have work from home and those that do?

A: Deb noted that there are no expectations for those that do not work from home except to stay alert to notices from supervisors that the threat is reduced enough to return to work. The expectation for those working from home is to communicate with patrons, fellow employees and supervisors, as well as to check and respond to email and maintain the same level of professionalism as always.

Note: Ernest suggested that he could build Microsoft Teams, especially for LMT.

Q: Now that the Chancellor is relocating for a new position, and seeing as though the ground floor student services center was his project, will it remain a high priority for campus leadership?

A: Kathy has met with Heiddi Davis who is in charge of the project and, although the time line is to be determined, there is no indication that the project is any less of a priority.

Q: What are the services that are going into the ground floor?

A: The ground floor services will be Student Success Center, Financial Aid, Registrar, Cashiers and Teaching for Learning center.

Q: Will Administrative Leave for students extend past March 20th?

A: Brenda hopes we will be able to accommodate the Administrative Leave until at least the 12th but is in the process of obtaining a definite answer from Campus HR.