Human Resources Monthly Meeting

September 20, 2023
Agenda

- Staff Council
- Staff Success Center
- Access Management with Mark Leathers
- Annual enrollment
- Flu shot clinics
- Interview approval update
- Faculty search committee training update
- Strategic plan update
- Compliance training reminder
- Discussion rooms:
  - Paid time off plan (PTO) with Wendy Estes and Marcia Lane
Staff Success Center
Simone Waldon
waldons@mst.edu
Updates

- **3rd Thursdays** UM System’s Learning & Organizational Development team is temporarily pausing on offering monthly Third Thursday sessions with plans to resume the series in a new format early next year and all future-dated sessions currently scheduled in Percipio have been cancelled at this time.

- **Finance and Operations** informational sessions [https://share.percipio.com/cd/7sCWEdHdT](https://share.percipio.com/cd/7sCWEdHdT)

- Save the date **UM System’s Staff Development Week** | Monday, November 6-Friday, November 9

- **Real Appeal** personalized weight loss program available to adults with UM sponsored medical insurance [https://www.umsystem.edu/totalrewards/wellness/eat_well](https://www.umsystem.edu/totalrewards/wellness/eat_well)

- **Kummer Day** Celebrate the 3 year anniversary of the $300 million gift Fred and June Kummer made to S&T! Register for luncheon: [https://mst.qualtrics.com/jfe/form/SV_b17flPe3ZhXVxlA](https://mst.qualtrics.com/jfe/form/SV_b17flPe3ZhXVxlA)

- Other important upcoming dates:
  - Discover Day | September 22
  - Celebration of Nations | September 23
  - Career Fair | September 26
  - National Custodial Workers’ Recognition Day | October 2
  - Mental Well Being Awareness Week | Monday, October 9-Friday, October 13
  - Expanding Your Horizons Conference | October 13
Access Management

Mark Leathers
Manager CSM Operations
Missouri S&T Access Control Systems Office

Keys, Cards and Cameras

It’s what we do..!

Mark S. Leathers  Manager Access Control Systems
Access Control Staff

We are a part of the Design & Construction Management group

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Specialization:
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Specialization:
Electronic Access Control, IP & Analog Security Cameras, Electromechanical Door Hardware
Where are we located?
The new General Services building 1701 Spruce Drive.
Topics for today

Why is Access Control so important?

For the Protection and Safety of:

- Faculty, Staff and Students
- S&T Assets
- To restrict access to dangerous locations: ie. research, explosives, radioactive materials, dangerous spiders, etc.

- To give access to our campus population in a controlled and documented manner.
LOCKS.MST.EDU

Keys and Electronic Locks

Understanding Access  Requesting Access  Installing Electronic Locks  Card Update Schedule  Staff  More
Key and Access Policy

- Requesting Keys and Electronic Access
- Approvals Required for Keys and Electronic Access
- Delegated Key Management
- Returning/Collecting Keys and ID Cards
- Lost Keys or ID Cards
- Electronic Access Event Logs
- Lock Outs
- High Security Areas
- Keys to Doors Having Electronic Access
- Policy Violations
The Key and Access Policy provides detailed information regarding the request and approval process for key and electronic access. It also defines acceptable use of keys, access cards, and locks.
# BUILDING ACCESS COORDINATORS

To request access or keys, reach out to your access coordinator (locks.mst.edu) requesting access or email access@mst.edu. Once your access coordinator approves the request, access is typically granted within 48 hours.

WE TRY TO KEEP THIS LIST ACCURATE, but man is it hard!
Requesting Keys

To request keys:

1. The person needing keys (keyholder) should contact the Access Coordinator of the department which is assigned the space for which keys are needed and request the key(s). To obtain the name of the Access Coordinator for a department, contact the department leader or email locks@mst.edu.

2. The Access Coordinator must complete an electronic key request through SimpleK.

3. With the request completed in its entirety, the Locksmith will cut the keys requested. Allow 3-5 days for this process to occur, submitting a request in advance of needing access to the space.

4. Once the key is ready for pickup the keyholder will receive an email from the Access Control Office (with the Access Coordinator copied on the email) letting them know that keys are ready for pickup. Keys will be available the next business day.

5. Keys must be picked up by the keyholder from the Access Control Office at General Services Building, and a signature must be obtained upon issuance. A valid State ID, US or foreign passport, or University ID card must be presented at the time of issuance.
Coordinator Key Request process

When you request a key, your department access coordinator must submit an online key request. After your key is approved, and once the keys are ready for pickup, the keyholder will be contacted and must visit the General Services Building to pick up keys.
Requesting Electronic Access

To request electronic access:

1. For all locks included in the Miner Locks system, contact the department’s Access Coordinator assigned the space for which access is needed and request that access be granted.

2. To obtain the name of the access coordinator associated with the room to which access is being requested, email locks@mst.edu with your request.

3. Once the request is received and entered into the system, the S&T ID card is immediately active.

4. Before access can be granted, the person must have a current-issued ID card from the ID office.
Returning/Collecting Keys and ID Cards

It is the responsibility of the key holder to return all keys to the S&T Access Control Office upon the key holder's:

• Transfer to another department
• Termination of employment (HR or their designee will collect keys and card)
• Change of job assignment that makes it unnecessary for the key holder to have certain keys
• Graduation or ceasing to enroll in classes at S&T

• If keys are turned in to a department, they must be returned to the key office and CAN NOT be reissued or given to anyone else. (sorry didn’t mean to YELL......!)
Understanding CARD Access

Access is granted by the Department of Employment, either synchronized (automatic) or manually entered by the building Access Coordinator.

Campus Access for students is done either by the degree program and/or other automatic or manual ACCESS LEVELS.

Access can also be automatically granted by course registration that is entered into our system.
ResLife Access  reslife.mst.edu

Student housing access is handled through Residential Life

CONTACT:  573-341-4218 or at reslife@mst.edu

Ashley Walters is the Access Control Coordinator for anything RESLIFE (and a fabulous job she does)
What if Card Access is down?

Remain Calm—there is an action plan in place. Contact UPD

If your building Access Control seems to be down, you can contact UPD and tell them your building is down and they will bring their WH key and let you in. Prop the door to allow others in while we correct the problem. UPD should contact the AC office and notify the building is down.

Building admins or department chairs can have a WH key upon request and approval. We ask that this key not be carried, if lost the whole building has to be recored at the expense of the department.
Reader LED light colors and what they mean

**RED-CARD ONLY** door is in card only.

**GREEN-UNLOCKD** no card action is necessary

**BLUE-LOCKED** NO ACCESS

**LIGHT OFF** could still be active? Check with your card. If nothing happens, IT’S DEAD JIM...

**NO READER** You’re gonna need a key.
Automatic unlocking and locking buildings on campus

Administrative Buildings-Monday-Friday 7:30 am-5:00 pm

Academic Buildings-Monday-Friday 6:30 am-7:00 pm

All Students have card access to academic buildings till 9:00 pm to accommodate night classes. We now have to lock the building at 7:00 pm for safety and security purposes.
LONG STORY SHORT

If you have keys lying around inside your desk, please return them to the key shop so we can clean up our key inventory database. It’s a mess...

If you have keys that do not belong to you, please return them to the key office. We can work out the access you need and get this resolved.

You can not possess keys belonging to someone else. If they are not in your inventory, you must turn them in. Pretty please with sugar on em.
Department Check Out Keys

We can help departments set up check-out keys. If you already have check-out keys, we can help sort through those and clean up the mess. In our policy it is called: Delegated Key Management.

Check-out keys have to be signed for and given out to someone who is a person of responsibility. Keep a log of your check-out key activity.

The Access Control office is here to help. Our job is to give people access to the places and things they need. The bi-product of that is keeping people out of the places they should not be.
LAST BUT NOT LEAST-S&T Camera System

The Access Control Department is the technical operation of this system. UPD owns and manages the video, and the campus-wide security camera system, and Chief Roberts is the System Administrator. All video requests go through him or his designee.
Flu Shot Clinics

- 10:00am-1:00pm in the Meramec Room at Havener Center
  - Thursday, September 21
  - Thursday, October 5
- Register at: https://www.umsystem.edu/totalrewards/wellness
Annual Enrollment

- Monday, October 23 – Friday, November 3
- AE information meetings by ZOOM: https://www.umsystem.edu/totalrewards/annual_enrollment
  - Tuesday, October 10 from 2:00pm-3:00pm
  - Thursday, October 12 from 10:00am – 11:00am
- Annual Enrollment meetings will provide information about premium and plan design changes for 2023.
- MetLife will be new vendor for Life Insurance, Short Term Disability and Long Term Disability.
- One time opportunities to increase some coverage levels without Statement of Health.
- I am available to visit departments to deliver annual enrollment information beginning Monday, October 9.
- Contact me: lanema@mst.edu
On September 1st, the recruit team chose several postings and started screening applicants. Applicants who did not meet minimum qualifications were not routed. When candidates are moved to interview status, we will reach out to the department to verify the accuracy of the screening.

Possible Options:

1. Have applicants self select if they meet the minimum requirements for the position. Waiting on UM System process approval.

2. Have a representative in Human Resources prescreen applicants for the minimum requirements. Test Started

You no longer need to request interview approval for candidates.

AffAct@mst.edu
Faculty Search Committee Training

New workshop launched May 2023 through the ADVANCE Program

- Replacing the Search Committee Unconscious Bias training
- Workshop includes in-depth information including the research of unconscious bias in the search process, recommendations and resources [advance.mst.edu](http://advance.mst.edu)
- Business process remains unchanged

Missouri University of Science and Technology
Faculty Search Committee Training

Upcoming Projects

- Working group to develop candidate on-campus interview itinerary
- Building a resource drive with sample rubrics, interview question bank, etc.
- Automating and segmenting the HFA
Strategic Plan

Employer and Employee Excellence [Strategic Focus Area]

- Create a culture of continuous improvement to streamline business processes to support staff and faculty needs [Strategy Group]
  - Address recruitment issues [Tactic]
    - Engage stakeholder groups to develop a standard itinerary or baseline experience for candidates [Action]
Compliance Training

- Annual compliance training was due September 8\textsuperscript{th}
- Information in email from UM System on Monday, August 7\textsuperscript{th}
- Completion tracked through a dashboard
- Log into Percipio via umsystem.percipio.com and choose Launch Compliance Training to complete each module.

- We are currently in 3\textsuperscript{rd} place, behind Mizzou and UM System 😞
Additional Updates

▷ Paid Time Off (PTO) Plan Transition – Updates for October
  • Policy Update
    ▪ New policies for PTO, Short Term Disability, Caregiver Leave and Parental Leave
    ▪ Revised policies for Sick, Vacation, Personal Time
  • System wide and campus trainings/webinars will begin
  • Short Term Disability buy up option during Annual Enrollment
Future Meetings

- Meetings will be held on the third Wednesday of each month. Specific dates for 2023 can be found on the website: https://hr.mst.edu/updates/hr-meetings/.
- Regular meeting time: 1:00pm-2:00pm
- Discussion room/breakout sessions: 2:00pm-2:30pm
- Zoom invite, agenda, and recap emails will be sent to the contact group. Please email hrs@mst.edu to add someone to the group.
- Past meeting presentations can also be found on the website: https://hr.mst.edu/updates/agendas/.
Questions?

Please join us again on October 18

Additional meeting dates are located on the website: https://hr.mst.edu/updates/hr-meetings/
Thank you for attending.

We appreciate all you do in support of our campus!
Discussion Rooms

- Paid time off plan (PTO) with Wendy Estes and Marcia Lane