

Staff Council Meeting Minutes
Wednesday, August 13, 2014
267 University Hall
2:00 - 4:00 pm

In Attendance

Dr. Steven Berberich, Linda Helentjaris, Jonathan Jackson, Audwin Jones, Amanda Karper, Megan McCurdy, Candace Phlipot, Cindy Riley, Aaron Skira, Elizabeth Styers, and Summer Todd

Agenda Items

New & Old Business with Dr. Berberich

Staff FAQ Sheet. An FAQ sheet for staff to reference and find a variety of resources is in development. Dr. Berberich requested assistance from Staff Council members in developing the document.

New Classified Staff Pay Level Structure. HR will be posting additional information about the new classified staff pay level structure on the HR website.

New Director for Faculty Development and Leadership Position. Dr. Berberich will be hiring a new director for faculty development and leadership position. The position posted for WSU employees only today.

Faculty/Staff Appreciation Night. Dr. Berberich will obtain a list of potential dates for the next Faculty/Staff Appreciation night.

Suggestion Box

The proposed web-based suggestion box for Staff Council is available for review at https://jfe.qualtrics.com/preview/SV_8ijYQDk2TReF69T?Preview=Survey&BrandID=wright. Staff Council members were asked to review the page and provide feedback at the next meeting at which time a go-live date will be discussed. A “Staff Feedback” page currently exists on the Provost’s website. Dr. Berberich will determine whether that page should come down.

Staff Development Day (SDD) Recap

Of the 185 individuals who registered, approximately 150 (81%) attended SDD on August 7, 2014. From the post-SDD survey, some individuals commented that they were unable to attend because of staffing issues or because their supervisor would not allow. Dr. Berberich will work closely with HR and the planners of the next SDD (which will be held March 6, 2015 at the Dayton campus) to encourage all supervisors allow their employees to attend.

HR Flexible Work Arrangement Focus Group

Staff representatives will be meeting with HR to discuss a flexible work arrangement policy.

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Student Employment Updated Job Classification Structure

On August 1, 2014, an updated student employment job classification structure (pay levels) was announced. Some student employee pay levels exceed staff pay levels. Staff Council will invite a representative from Student Employment (Career Services) to attend the next meeting to obtain additional information.

Revised Job Abolishment Letter

Feedback from USAC members on the revised template of HR's job abolishment letter was shared. Staff Council will invite the Associate Vice President and Chief Human Resources Officer, Shari Mickey-Boggs, to the next meeting to discuss the job abolishment letter and staff handbooks.

Staff Council Bylaws

The latest draft of the bylaws will be distributed to Staff Council members for review and to discuss at the next meeting.

Next Meeting

Wednesday, September 10, 2014, 2:00 – 4:00 p.m. 267 University Hall