

**Unclassified Staff Advisory Council  
Meeting Minutes  
Thursday, October 8, 2015  
157 Student Union  
9-10:30 a.m.**

**Call meeting to order at 9:01 a.m.**

**In attendance**

- Voting members: Julia Acosta, Pam Bowers, Misty Cox, D.R. Fannin, Jerry Hensley, Amanda Spencer, Carol Vuckovich, Amanda Watkins, and Jeff Wehmeyer
- Others: Drew Corbett, Mark Hibner, Jonathan Jackson, Jason Kohlhepp, Carol Rader, and Aaron Skira

**Approval of minutes from September 10, 2015**

- Minutes were approved

**New Business**

- Guest Speaker: Petey Peterson and Joshua Scacco (9:00 a.m.)
  - Petey and Joshua discussed the mission of and services provided by the Office of Lesbian, Gay, Bisexual, Transgender, Queer, Ally (LGBTQA) Affairs.
- Faculty/Staff Appreciation Planning Committee
  - Julia Acosta and Amanda Spencer have volunteered. Anyone who would like to assist with the event can contact Cindy Riley at [cynthia.riley@wright.edu](mailto:cynthia.riley@wright.edu).
- Staff Handbook
  - HR has been working to create a combined unclassified and classified staff handbook.

**Ongoing Business**

- Earthquake Drill
  - October 15, 2015 at 10:15 a.m. The campus-wide notification system will be used during the drill.
- 2016 Open Enrollment
  - The benefit enrollment timeline was provided (attached).
- Reducing College Costs Working Session
  - The State of Ohio will be publishing a report this month based on the efficiency strategies proposed by Ohio schools.
- Service Unit Review Committees
  - Committees will resume this fall and begin anew with a more formalized process review.
- Total Compensation Committee
  - Sibson provided findings from the Conversation Café meetings and discussed next steps (e.g., philosophy statement, market comparisons, etc.).
- Water Supply
  - No new information has been provided to date.

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- Committee Updates
  - USAC subcommittees
    - Bylaws and Charter
      - No updates.
    - Communications and Marketing
      - No updates.
    - Community Service
      - Sommer Todd would like representatives to assist with Raidersgiving.
    - Compensation, Benefits, and Equity
      - No updates.
    - Nominations / Fundraising
      - No updates.
  - University committees
    - Athletic Council
      - Mill Miller is now chairing the council.
    - Dining Services
      - No updates.
    - Ohio Staff Council of Higher Education (OSCHE)
      - No updates.
    - Parking Services
      - No updates.
    - Staff Development Day
      - No updates.
    - University Diversity Advisory Council (UDAC)
      - Departments are developing educational materials in line with the theme, the Year of the Active Bystander.
    - Wellness and Recreation
      - Workshops and events were discussed. A new office will be created for Employee Wellness and the Employee Wellness website will be updated.
    - WSU Bookstore
      - Textbook adoption orders for Spring 2016 are due October 15, 2015. The numbers of textbook rentals are increasing. A mobile Barnes & Noble's app for Wright State University is available. Current and upcoming merchandise sales were announced.
    - WSU Staff Council
      - HR and the Office of Equity Inclusion have collaborated to improve employment policies and processes (e.g., Wright Way 4001, hiring, movement, consultations, timeliness, etc.). Communications are forthcoming.

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**Schedule Reminders**

- USAC Meeting – Thursday, November 12, 9:00 – 10:30 a.m., 157 SU (Atlantis Room)
- WSU Staff Council – Wednesday, November 18, 2:00 – 4:00 p.m., 267 University Hall

**Adjourn meeting at 10:19 a.m.**

*USAC: The purpose of the Unclassified Staff Advisory Council (USAC) is to represent its members to the university by: promoting their general welfare; advocating for unclassified staff through active participation in university governance structure; reviewing, initiating and making recommendation on relevant university policies and procedures; encouraging and facilitating communication among members; and encouraging professional development opportunities. One of the prime responsibilities of this council is to serve the educational community by creating and maintaining an environment conducive to the teaching, learning, research, and service functions of higher education. The recommendations of the council are submitted to the university president.*