**In attendance**

* Voting Members: Danielle Booth, Byron Duvall, Michael Griest, Jerry Hensley, Joanie Hendricks, Amanda Karper, Teresa Kramer, and Amanda Watkins
* Others: Misty Cox, Steve Farrell, Mark Hibner (via Skype), and Karen Strider-Iiames,

**Call meeting to order 9:04 AM**

Approval of minutes from October 13, 2016: Approved and posted <https://www.wright.edu/staff-councils/usac/meetings>

**Guest Speaker**: None

Karen Strider-Iiames, Communications & Marketing and Steve Farrell, Earth & Environmental Science, provided information on the tobacco-free policy. The tentative effective date for a tobacco free campus is July 1, 2017. An announcement is tentatively planned for Thursday, November 17 to coincide with the Great American Smoke Out. This policy is compliance based versus punitive.

New Business:

Involuntary Separation Impact

* All 23 affected employees have been notified. A closing of the process communication is forthcoming. There are some questions around the Strategic Hiring Process in regards to how much funding units are receiving from vacant positions.

Workload Redistribution

* There needs to be a discussion at the university about how to manage, obtain resources and manage expectations due to VRIP and the involuntary separation. If you have suggestions, please email Jerry Hensley via jerry.hensley@wright.edu.

Ongoing Business:

Talk Back Luncheon

* Last one of 2016: Wednesday, November 30, 11:00-12:30 pm in the Rathskeller

Committee Updates: USAC subcommittees

♣Bylaws and Charter DID NOT MEET

♣Communications and Marketing **INACTIVE**

♣Community Service/We Serve U

* Raidersgiving planning is going well. If you are able to donate a door prize, please contact Teresa Kramer via Teresa.kramer@wright.edu.
* November 14-December 5 is the Holiday Gift Program. See www.wright.edu/we-serve-u for details on events.

♣Compensation, Benefits, and Equity DID NOT MEET

♣Nominations / Fundraising DID NOT MEET

University committees

♣Athletic Council

* Men’s soccer is the #1 seed and will play on November 10 at 6:00 pm. If the team wins, they will play for the championship on Saturday, November 12.
* Men Against Breast Cancer Classic kicks off Friday, November 25.

♣Dining Services DID NOT MEET

♣Ohio Staff Council of Higher Education (OSCHE) DID NOT MEET

♣Parking Services **INACTIVE**

♣Staff Appreciation Day DID NOT MEET

♣Staff Development Day

* Save the Date: Thursday, March 2nd.

♣Sustainability **INACTIVE**

♣Total Compensation Committee DID NOT MEET

* Sipson was on campus to meet with subject matter experts. Project completion is estimated at the end of spring term 2017.

♣University Diversity Advisory Council (UDAC) **INACTIVE**

♣Wellness and Recreation DID NOT MEET

♣WSU Bookstore

* Barnes & Noble has purchased Loud Cloud, an open education resource service.
* Students can now access their books and purchase them through Pilot.
* Staff and Faculty appreciation sale is December 2 and 3.

♣WSU Staff Council

* Greg Sample spoke on Double Bowler and Facilities Management. It was also noted that the prompts on open enrollment could be clearer. See complete minutes at

https://www.wright.edu/staff-councils/staff-council/meeting

Schedule Reminders:

•WSU Staff Council – Tuesday, December 13, 1:30-3:30 p.m., 267 University Hall

•USAC Meeting – Thursday, December 8, 9:00 – 10:30 a.m., Atlantis Room (157 A/B SU)

**Adjourn meeting 10:22 AM**

Unclassified Staff Advisory Council (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.*