Unclassified Staff Advisory Council Meeting Summary

Thursday, August 11, 2016

Rathskeller

9-10:30 a.m.

**In attendance**

* Voting Members: Byron Duvall, Mike Griest, Jerry Hensley, Joanie Hendricks, Amanda Karper, Amanda Spencer, Becky Traxler
* Others: Drew Corbett, Misty Cox, Jason Kohlepp, Mark Hibner and Matt Boaz

**Call meeting to order: 9:05 a.m.**

**Approval of minutes from July 14, 2016**. Minutes approved and posted to <https://www.wright.edu/staff-councils/usac/meetings>

**New Business**

Talk Back Luncheon – At the July USAC meeting, it was mentioned that Lorain County Community College hosts opportunities that allow staff to share their concerns and thoughts. Staff council agrees that this would be a good idea. Members of both USAC and CSAC will be available for a brown bag lunch and discussion on the 4th Wednesday of each month beginning in Sept. Details are being worked on such as location and time.

Guest Speaker – Matt Boaz, Director of Equity and Inclusion – Matt Boaz spoke with the group about the search for the new university president. The search committee has narrowed the list of search firms to two finalists and is expected to make their final decision in the next 7-10 days.

Matt Boaz asked council members their thoughts on the skills, characteristics, priorities, and leadership style that the next president should have. He asked that anyone who would like to add their suggestions e-mail him with the subject “*Presidential Search Info*” or “*Presidential Search Feedback*” to assure that the e-mail captures his attention.

**Ongoing Business**

Committee Assignments Review – Jerry would like to charge the newly reinstated Compensation, Benefits and Equity Committee. He sees this committee playing a key role in the Total Compensation Study and the outcomes from the study.

We Serve U Raffle Update – Becky Traxler reported that the raffle was a great success and $655 was raised for CHOICES foster care.

**Committee Updates**

USAC Subcommittees

* Bylaws and Charter – Did not meet
* Communications & Marketing – INACTIVE
* Community Service
  + Becky Traxler reported that the We Serve U Volunteer Fair will be Sept. 16th from 11 am – 1 pm in the Student Union Atrium. More than 30 non-profits will be on hand to share their mission and volunteer needs with WSU students, staff and faculty.
* Compensation, Benefits and Equity – Did not meet
* Nominations/Fundraising – Did not meet

University committees

* Athletic council – Did not meet
* 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
  + Staff Development Day is August 17th. In addition to keynote speaker, Jason Parker, President Hopkins will speak at the luncheon.
* Sustainability – INACTIVE
* University Diversity Advisory Council (UDAC) – Did not meet
* Wellness & Recreation – Did not meet
  + Jerry will be meeting with Doug Newton, Wellness Director. He plans to discuss portal issues; access to the pool; healthy food options on campus; benchmarks and metrics for success; and the timeline for the massage chair. If you have any other items that you would like Jerry to share, e-mail jerry.hensley@wright.edu.
* WSU Bookstore – Did not meet
* WSU Staff Council
  + Official minutes will be posted to <https://www.wright.edu/staff-councils/staff-council/meeting> upon approval.
  + VRIP (Voluntary Retirement Incentive Program) – As of Tuesday, 121 people (23% of those eligible) have actively declared that they are going to take advantage of VRIP – 27 faculty and 94 staff. The target is 25% participation. The deadline is Aug. 15th. Some extension will be approved to maintain level of service and alleviate any hardship on departments
  + Debate- Sept 26th debate will be hosted at Hofstra.
  + Stipends and Bonuses- Staff council made a formal request for all bonuses paid over the last 13 months.
  + Wright Way Policy – Wright Way Policies will be replaced with the University Policies by the end of August. The purpose of the change is for uniformity and clarity of policies. The University Policies page is <http://policy.wright.edu/>
  + Ethics Point – Ethics Point is meant to be a reporting tool for routine day to day events – not acceptable work place behavior, disruptive behavior, bullying, etc. Reporting is anonymous and an investigation will begin for each reported event.

**Adjourn meeting at 9:55 am**

**Schedule Reminders:**

* WSU Staff Council - Tuesday, Sept. 13, 1:30 – 3:30 pm, 267 University Hall
* USAC Meeting – Thursday, Sept. 8, 9:00-10:30 am, 157 SU (Atlantis Room)

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 recommendation of the council are submitted to the university president.*