**In attendance:**

**Voting Members:** Danielle Booth, Joanie Hendricks, Adam Horseman, Amanda Spencer, and Amanda Watkins

**Others**: Misty Cox, Mark Hibner (via Skype), Jason Kohlhepp, and Carol Rader

**Call meeting to order 9:01 AM**

Approval of minutes from February 9, 2017: Approved and posted to https://www.wright.edu/staff-councils/usac/meetings

Guest Speaker: None

New Business:

Involuntary Separation Update

* No official communication has been released. All departments are being asked to review their essential functions.

8210.1 Termination

* All policies are being reviewed and this policy was the first chosen. Official communication will be sent by April. (New policy is Notice of Involuntary Separation 8215.3).

Ongoing Business:

Talk Back Luncheon

* Wednesday, March 29th, 11:00-12:30 pm, Atlantis Room

Committee Updates: USAC Subcommittees

* Bylaws and Charter
* Communications and Marketing **INACTIVE**
* Community Service/We Serve U
  + About 700 boxes of crayons were collected during the Crayons for Classrooms drive in February. The summer drive will focus on Hannah’s Treasure Chest.
* Compensation, Benefits, and Equity DID NOT MEET
* Nominations / Fundraising
  + The committee is gearing up for the nomination process. The goal is to have the nomination site go live in early April.

University Committees

* Athletic Council
  + Three donors were the guest speakers for the meeting. The role of athletics as it relates to their university contribution was discussed: student athletes have an 88% graduation rate and average GPA of 3.228. The department receives less than 3% of the total university budget.
* Dining Services
  + An appeal process for those students who withdraw or leave housing is being created.
* Ohio Staff Council of Higher Education (OSCHE) DID NOT MEET
* Parking Services **INACTIVE**
* Staff Appreciation Day
  + About 1,700 staff attended and the event was well received.
* Staff Development Day
  + There were 330 people registered for the event. Surveys are currently being reviewed.
* Sustainability **INACTIVE**
* Total Compensation Committee DID NOT MEET
* University Diversity Advisory Council (UDAC) **INACTIVE**
* Wellness and Recreation DID NOT MEET
* WSU Bookstore DID NOT MEET
* WSU Staff Council DID NOT MEET

Schedule Reminders:

•WSU Staff Council – Tuesday, March 14, 1:30-3:30 p.m., 267 University Hall

•USAC Meeting – Thursday, April 13, 9:00 – 10:30 a.m., Atlantis Room (157 A/B SU)

**Adjourn meeting 9:43 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.*