

Staff Council Meeting Summary

July 12, 2018, 9:00-11:00am

267 University Hall

In attendance: Lindsay Wight, Jennifer Attenweiler, Adam Horseman, Maureen Barry, Shari Mickey-Boggs, Amanda Spencer, Dawn Banker, Suzanne Semones, Ron Applegate, Carly Porter, Connie Bajek

Old Business

- a. Office Relocation
 - a. Moving forward will have checklist of things to do and notifications for offices moving
- b. Chain of Reporting for Staff Council
 - a. President Schrader will discuss with appropriate leaders

New Business

- a. Winter Leave Policy
 - a. Based on feedback and the need for employees to be able to plan vacation time, winter leave policy and the holiday calendar were approved for two years and are now posted on the HR website. Beginning last year when discussion occurred as to whether winter leave would continue to be offered is when the policy was changed. Any changes that are visible were put in place last year.
 - i. Shari will take feedback given during meeting related to employees with minimal vacation time and share with university leadership as well as communication of policy changes.
 - ii. Calendar is updated between May-June time period because it's on a fiscal year.
- b. Adverse Impact Analysis Process
 - a. HR sends the document to legal affairs and to Matt Boaz to determine if RIF causes adverse impact
 - b. Always have legal review because it is a risk analysis. This RIF is the first time Mr. Boaz will be reviewing and the analysis was reviewed on a per unit and university wide basis.
- c. RIF Timeline
 - a. Decisions made in a decentralized manner and began with a memo outlining the budgetary process
 - b. Conversations were had with unit leaders to provide guidance and consultation as to how candidates were selected
 - c. HR expects 2 weeks post legal/OEI review to complete the notifications unless vacations or time out of the office presents a challenge
- d. Total Compensation Status
 - a. Anticipating rollout to occur later this Fall with training for managers to be an initial step
 - b. Information previously gathered has been updated if attrition or reorganization. Last contact with the vendor was in December when updating the President and Chief Business Officer
- e. Organ Donation Policy
 - a. Shari doesn't know whether we will do this in the future. But if we as a body think that we should have a policy, we should collectively voice our opinions.
- f. Status Update for Associate Vice President and Controller Position
 - a. Temporary position, brought on as an independent contractor similar to firms such as The Registry – Walt can explain more if the group is interested; person brings significant prior experience and has filled this kind of temporary position in the past recently at the University of Louisville
 - b. Expectation is that position will be evaluated and a job description will be finalized so that it can be posted so that a new person can be brought on permanently.
- g. Budget Update

- a. Leadership feels that for now, we have avoided fiscal watch. But this is dependent on reconciling the budget for June, which has not yet been completed
- h. Shari – vacation and court leave policy changes
 - a. No substantive changes that we didn't already know about
 - i. Vacation truncation already happened and policy was modified for June date as opposed to August and updated due to Banner leave reporting
 - ii. Court leave – changing to match current practices as well as what is in staff handbook (specifically “any compensation or reimbursement for jury duty or for court attendance compelled by subpoena, when such duty is performed during the employee's normal working hours is permitted to be kept by the employee and is not to be remitted to Wright State University”
 - b. Next meeting – HR asked to discuss exit clearance and FMLA policies
 - i. University hasn't updated some policies in 5-7 years. Most practices have been updated, but some haven't formally been updated in the actual policy. Will start to see more and more updates to policies from across the university.

Additional Topics Discussed

- a. Shared Governance task force
 - a. Having first meeting today to talk about charge and purpose to bring back
- b. 10/10 – going to leadership
- c. September 13 staff council Dr. Edwards will be the guest speaker
- d. Staff Council Bylaws
 - a. They are in the process of being edited
- e. RFP/ITN Medical Provider Working Group
 - a. 4 companies have submitted bids that the group will review and decide on
 - i. Stop loss insurance is also being evaluated – last year we spent 600k and saved only 89k based upon claims exceeding the 400K stop loss level. Group is being educated on how stop loss works, our past trends, and whether a better deal is available. Additionally, costs associated with lowering the stop loss will be discussed.
 - ii. The more the financial burden is getting shifted to the employees, the more of a say we should have in the plan that is written
 - b. Projected to be selected by September 4
 - c. Certificate of insurance is not on the HR website currently
 - d. Teamsters plan to advocate for different plan
- f. Unified staff update
 - a. Aug 10 Dawn has a meeting related to unified staff with Shari and Walt
- g. Organ policy
 - a. Looking into donation banks for staff leave. Direct donation and unified bank
- h. Working Session
 - a. Goals
 - i. Staff council bylaws
 - ii. Email Adam any goals that you have for the upcoming year
 - b. Speakers
 - i. Email Adam any goals that you have for the upcoming year

The Next Staff Council meeting will take place Thursday, August 9, 2018 from 9 a.m. to 11 a.m. in 267 University Hall.