

UNCLASSIFIED STAFF ADVISORY COUNCIL MEETING SUMMARY

Thursday, September 20, 2018, 9:00 – 10:30 a.m.

157 Student Union (Atlantis Room)

- I. In attendance
 - a. Voting Members: Adam Horseman, Joanie Hendricks, Katie Halberg, Bryan Martin, Maureen Barry, Mandy Karper, Vickie Slone, Gina Keucher
 - b. Non-voting Members and guests: Carol Rader, Mike Vanhorn, Amanda Spencer
- II. Call meeting to order 9:05 a.m.
- III. Approval of minutes from July 19, 2018 and August 16, 2018. Approved and [posted](#).
- IV. Guest speaker: None.
 - a. Ideas for October guest speaker? Suggestions: Someone from the Strategic Planning team or HR (to speak about the Total Compensation study).
- V. Ongoing Business
 - a. Shared Governance Task Force Update
 - i. Mandy Karper will take the lead. Jerry Hensley will participate, but is unable to lead the group due to increased work duties.
 - b. Email communication about flex time
 - i. Through supervisor training, HR encouraged supervisors to work with affected employees. Supervisor's discretion is used for time periods equal to or less than 3 months; however, the 3-month policy reads such that the supervisor is discouraged from allowing flex time.
- VI. New Business
 - a. Perks at Work
 - i. Sign up on Impact Solutions Web site for movie ticket discounts, travel discounts, technology discounts and more. See Additional Attachment.
 - b. Bylaws and Charter Committee will reconvene very soon to review and update the documents. First meeting scheduled for Thursday, September 27 at 9 a.m.
- VII. USAC Subcommittee Updates
 - a. Bylaws and Charter: see above.
 - b. We Serve U: Volunteer Fair was well-received; 30 organizations, 200 attendees. Cards for Kids will take place in November. Details TBD.
 - c. Compensation, Benefits, and Equity: did not meet; awaiting Total Compensation results
 - d. Nominations/Elections: will meet again in the spring for the next round of elections.
- VIII. University Committee Updates
 - a. Athletic Council: did not meet
 - b. Dining/Hospitality Services: did not meet
 - c. Ohio Staff Council of Higher Education, OSCHE
 - i. October 18 and 19 fall meeting at Sinclair. Great opportunity to network with staff at other universities.
 - ii. Amanda will check with Ryan Black about a procedure for paying our OSCHE dues for AY18-19.
 - d. Staff Appreciation Day: did not meet
 - e. Staff Development Day: did not meet
 - i. University Development Day (faculty and staff) proposed during Strategic Planning process.

- f. Total Compensation
 - i. Senior management has received reports, but nothing has been pushed down to staff. No committee meetings have been called.
- g. University Diversity Advisory Council (UDAC): did not meet.
 - i. Discussion during Strategic Planning process for potential changes to this committee. Jennifer Attenweiler will check with Matt Boaz for an update.
- h. WSU Bookstore: did not meet.
 - i. Adam will reach out to determine the correct contact person and meeting dates/times.
- i. WSU Staff Council
 - i. Provost's priority is enrollment management. Interim EM Director has met with each person in EM individually. The provost's plan is for Paul Carney to be here until a strategic enrollment growth plan is working well; then we will hire a full-time person to maintain the plan.
 - ii. Winter Leave policy: no updates.
 - iii. Fiscal watch update: We won't know anything for certain until October.
 - iv. FMLA: final updates are being made to policy.
 - v. Exit Clearance policy: will be posted
 - vi. Medical ITN: \$3 million gap. Committee was charged by Walt to meet administration half way, and find \$1.5 million in cost savings. Details TBA.

IX. Inactive Committees

- a. Communications and Marketing
- b. Academic Reorganization
- c. Parking Services
- d. Sustainability
- e. Wellness and Recreation

X. Schedule Reminders

- a. Staff Council meets Thursday, October 11, 2018, 9 a.m. – 11 a.m. in 267 University Hall
- b. Staff Council Talk Back Lunch will take place Wednesday, September 26, 2018, 11:30 a.m. – 1 p.m. in the Rathskeller (008 SU)
- c. USAC meets Thursday, October 18, 2018, 9:00 a.m. – 10:30 a.m. in the Atlantis Room (157 SU)

XI. Adjourn meeting 10:18 a.m.

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