

UNCLASSIFIED STAFF ADVISORY COUNCIL MEETING SUMMARY

Thursday, October 18, 2018, 9:00 – 10:30 a.m.

157 Student Union (Atlantis Room)

- I. In attendance
 - a. Voting Members: Adam Horseman, Ryan Black, Joanie Hendricks, Katie Halberg, Maureen Barry, Gina Keucher, Petey Peterson, Jennifer Attenweiler, Lindsay Wight
 - b. Non-voting Members and guests: Amanda Spencer, Carol Rader

- II. Call meeting to order 9:04 a.m.

- III. Approval of minutes from September 20, 2018. Approved and posted.

- IV. Guest speaker: Sylvia Brockman and Shari Mickey-Boggs, Human Resources
 - a. Staff Classification and Compensation Study: It is a best practice to evaluate compensation structure and come up with appropriate guidelines. Sylvia and Shari provided an overview of the process thus far, since it has been in the works for several years. Thus far, the process has included collecting position profiles for unclassified staff, defining career levels, completing benefits market competitiveness study for all employee groups, and working with the various job family experts/leaders to confirm benchmarks and position matches. As a result, HR's goal is to establish a revised market pay structure and job classification system for unclassified staff, develop comprehensive pay guidelines and finalize a compensation philosophy statement (most likely to be an employment value philosophy).
 - b. They explained that rolling out any recommendations at this point poses a dilemma. Our financial situation does not put the institution in good position to execute the study recommendations. HR team is working with administration to decide what can be done and when with the study results.
 - c. Some challenges that have come up during the process include having to blend jobs when it's difficult to find exact matches for benchmarking. This is not atypical of Wright State, however, as slotting positions is customary when a true benchmark is not available. There is often inconsistency between Director and Executive Director titles, for example, as well.
 - d. Concerns were raised about those that have had supervisory roles in the past, but supervisees have left the university. They have absorbed job responsibilities and no longer supervise. Will their job level be reduced if they are no longer supervising employees? Other questions emerged around the use of Supervisor/Manager vs. Assistant and Associate Director. HR clarified that the titling for Assistant and Associate Director does remain in places such as Student Affairs.

- e. WSU compensation comparison groups includes multiple universities, and they were vetted and approved by university leadership. Sylvia will share slides with USAC officers.
- V. Ongoing Business
- a. Parking update: Parking and Transportation hasn't requested an increase in pricing. However, decision rests with finance.
- VI. USAC Subcommittee Updates
- a. Bylaws and Charter: Committee asked USAC membership for feedback before proceeding with recommendations for changes. Recommended changes, along with rationale, will be shared via email before our November meeting.
 - b. Community Service/We Serve U: Cards for Kids will take place in November in the Educational Resource Center, 116 Allyn Hall from 11 a.m. to 1 p.m.. Holiday giving program will launch week before Thanksgiving, most likely.
 - c. Compensation, Benefits, and Equity: did not meet.
 - d. Nominations/Elections: will meet in the spring for the next round of elections.
- VII. University Committee Updates
- a. Athletic Council: did not meet. RaiderUp rewards app. Log in and connect your social media accounts. Earn Points by sharing posts and checking in at Athletics events. Points earn apparel and other prizes.
 - b. Dining/Hospitality Services: Staff member brought forward concern that marker ink used by Starbucks staff to label drinks bleed through to the inside of the cup. Dining Services will follow-up.
 - c. Ohio Staff Council of Higher Education, OSICHE. Meeting is taking place today and tomorrow at Sinclair Community College.
 - d. Staff Appreciation Day: did not meet.
 - e. Staff Development Day: did not meet.
 - f. Total Compensation: did not meet.
 - g. University Diversity Advisory Council (UDAC): did not meet.
 - i. Matt Boaz is waiting for direction based on feedback gathered during strategic planning process. The committee might require an application process in the future.
 - h. WSU Bookstore: did not meet.
 - i. WSU Staff Council
 - i. Open Enrollment benefits. Updates should be live on the HR web site as of today.
 - ii. Winter Leave policy: President's email communicated decision that staff will receive 4 "winter leave" days in December.
 - iii. Staff Talk Back Lunch: October 31. Please attend if you can. Staff Council members will provide treats.
 - 1. Staff Morale: Staff Council intends to poll staff about interest in events to boost staff morale. Ideas generated at the last Staff

Council Talk Back lunch include: regular Fuzz Therapy events, Concert series (in partnership with music and/or Dining Services), Basketball 101 (in partnership with Athletics), Take your kids to work day, department happy hours, staff holiday potluck or progressive lunch.

- iv. USAC and CSAC chairs attended President's leadership team meeting last week. They suggested that the President visit departments from time to time for a "coffee break" so staff can interact with President Schrader.

VIII. Inactive Committees

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

IX. Schedule Reminders

- a. Staff Council meets Thursday, December 13, 2018, 9 a.m. – 11 a.m. in 267 University Hall
- b. Staff Council Talk Back Lunch will take place Wednesday, November 28, 2018, 11:30 a.m. – 1 p.m. in the Rathskeller (008 SU)
- c. USAC meets Thursday, December 20, 2018, 9:00 a.m. – 10:30 a.m. in the Atlantis Room (157 SU)

X. Adjourn meeting 10:48 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