

UNCLASSIFIED STAFF ADVISORY COUNCIL MEETING SUMMARY

Thursday, August 16, 2018, 9:00 – 10:30 a.m.

157 Student Union (Atlantis Room)

- I. In attendance
 - a. Voting Members: Lindsay Wight, Petey Peterson, Gina Keucher, Bryan Martin, Maureen Barry, Mandy Karper, Vickie Slone
 - b. Non-voting members: Amanda Spencer

- II. Call meeting to order 9:03 a.m.

- III. Approval of minutes from July 19, 2018. Approved; however, a quorum was not present. We will vote at our next meeting if there is a quorum.

- IV. Guest Speaker: Melissa Guffey, Student Activities
 - a. Wright.edu/engage launched about mid-July and replaces OrgSync.
 - i. It is a one-stop shop (for students) for information about student organizations, campus events, news (awards, board appointments, etc.), forms. There are also discussion boards for student organizations and students will have the ability to track service hours and create co-curricular transcripts.
 - ii. Search for events by filters such as: free food, free stuff
 - iii. Corq app will take the place of Guidebook
 - iv. 10-day free trial for mobile check-in at events using QR codes unique to each student.
 - v. Ability for students to register to vote
 - vi. Students will register for orientation using Engage next year.
 - vii. Campus units can create a page within Engage. Contact Melissa Guffey with questions.
 - viii. The communication plan for getting the word out to students will include emails to students; information shared at First Flight (fall orientation); residence halls will have literature in each room about how to download the Corq app.

- V. Ongoing Business
 - a. Shared Governance
 - i. The committee plans to benchmark with other institutions and determine the workflow of how staff currently submit feedback regarding policy changes at WSU.
 - b. Email communication with President Schrader re: Staff Council reporting structure and need for a staff Ombudsperson

- i. Shari Mickey-Boggs will continue to serve as liaison for Staff Council. There will be no staff ombudsperson. Staff Council will document concerns and share them with the President.

VI. USAC Subcommittee Updates

- a. Bylaws and Charter: did not meet
- b. Community Service/We Serve U: Volunteer Fair September 19 from 11 a.m. – 1 p.m. in the Student Union Atrium. If anyone would like to volunteer to help at the United Rehabilitation Services Rubber Duck Regatta, please contact Frank Keeley at x2013.
- c. Compensation, Benefits, and Equity: did not meet
- d. Nominations/Elections: did not meet

VII. 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. OSCHE minutes were sent via email to USAC members before our meeting; however, they were not discussed at the meeting due to time constraints.
- d. Staff Appreciation Day: did not meet
- e. Staff Development Day:
 - i. Mandy has confirmed that there is \$5,000 in the budget. Mandy will get the committee together to see if/what we can plan.
- f. Total Compensation
 - i. USAC member requests that we ask about who the contributing (comparison) companies are.
- g. University Diversity Advisory Council (UDAC): did not meet.
- h. WSU Bookstore: did not meet.
- i. WSU Staff Council
 - i. Fall enrollment is currently less than predicted. Continuing Austerity measures until final numbers are calculated.
 - ii. If faculty strike, what is impact on staff? What do we say when our offices get questions about a potential strike?
 - 1. Communications and Marketing is building a web site with FAQs.
 - 2. Staff council members emphasized the need to share the link to the FAQ web site with staff throughout campus.
 - iii. Break down of Reduction in Force positions by category: 25 total.
 - 1. Classified: 7 (hourly)
 - 2. Unclassified: 18 (2 hourly; 16 salaried)
 - iv. How are we communicating changes in services and resources to returning students who have expectations based on past services.
 - 1. Staff Council members suggested that it would be helpful to have a template, procedure, checklist about what, when, who to notify in campus community about changes to services and resources.

- v. Staff Council members will review the FMLA and Exit Clearance policies at our next meeting.

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, 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, September 20, 2018, 9:00 a.m. – 10:30 a.m. in the Atlantis Room (157 A/B SU)

X. Adjourn meeting 10:40 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