

UNCLASSIFIED STAFF ADVISORY COUNCIL MEETING SUMMARY

Thursday, July 19, 2018, 9:00 – 10:30 a.m.

162 Millett Hall (COLA Conference Room)

- I. In attendance
 - a. Voting Members: Jennifer Attenweiler, Gina Keucher, Joanie Hendricks, Bryan Martin, Adam Horseman, Maureen Barry, Mandy Karper, Vickie Slone
 - b. Guests: Carol Rader, Amanda Spencer

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

- III. Approval of minutes from June 14, 2018. Approved and [posted](#).

- IV. Ongoing Business
 - a. Email communication with President Schrader re: Staff Council reporting structure and need for a staff Ombudsperson
 - i. Dr. Schrader will take our concerns to leadership team.
 - ii. USAC & CSAC Chairs have scheduled meetings with Dr. Edwards in August. Dr. Edwards will also attend Staff Council's September meeting.
 - b. Email communication with Walt Branson re: number of consultants under contract and release of the Total Compensation Study
 - i. See attached document from Board of Trustees Finance and Audit Committee web site. We have asked Walt if he has any updates since December. Awaiting response.
 - ii. Total Comp training this fall for managers, and then releasing results to staff after that.
 - c. Email communication with Shari Mickey-Boggs re: suggestion that Chief Diversity Officer (or Equity & Inclusion) be included in Adverse Impact Analysis
 - i. We have confirmed that Matt Boaz was involved in this process.

- V. New Business
 - a. Goals for USAC, 2018-2019
 - i. Gina encouraged USAC members to provide feedback via the [Strategic Planning Idea Marketplace](#) and encourage other staff to participate.
 - ii. Shared Governance should be a priority. Mandy provided examples from three other OSCHE institutions so our subcommittee can propose workflow for how staff could contribute.
 - iii. Hold administration accountable for transparency.
 - iv. Be intentional about listening to staff members outside of our own units, in particular, and bring concerns back to the group. Publicize the [suggestion box](#) on the Staff Council web site, as well.
 - b. Potential Guest Speakers for USAC, 2018-2019
 - i. Dr. Edwards, incoming Provost

- ii. John Shipley, Interim Associate Vice President and Controller
- iii. Board of Trustees: Doug Fecher
- iv. Dr. Travis Doom, Faculty Senate President
- v. Jay Albayyari, Dean of Lake Campus
- c. CSAC & USAC Chairs are on the task force for the Invitation to Negotiate (ITN) for new health care providers. Staff on the task force do not make a recommendation; rather, they indicate whether the proposals reviewed by the group are acceptable.
- d. Joanie encouraged USAC members to nominate their Classified Staff colleagues for President's Awards for Excellence.

VI. USAC Subcommittee Updates

- a. Bylaws and Charter: did not meet
- b. Community Service/We Serve U: did not meet
- 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.

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 agreed to pay for a CSAC member to attend the last meeting.
- d. Staff Appreciation Day: did not meet
- e. Staff Development Day: did not meet.
 - i. Mandy gave feedback via Idea Marketplace regarding staff development day.
- f. Total Compensation
 - i. Walt Branson indicates that administration and HR will roll out training for supervisors in the fall; staff will receive information after that.
- g. University Diversity Advisory Council (UDAC): did not meet.
 - i. Committee members provided relevant input via strategic planning meetings this summer.
- h. WSU Bookstore: did not meet.
- i. WSU Staff Council
 - i. Winter Leave policy: Based on feedback and the need for employees to be able to plan vacation time, winter leave policy and the holiday calendar have been approved for two years and are now posted on the HR web site. These changes were made beginning last year when discussion occurred as to whether winter leave would continue to be offered. These changes impacted classified employees who have less vacation to spare. Shari will take feedback from Staff Council members related to employees with minimal vacation time to university leadership.

- ii. Adverse Impact Analysis Status: HR sends the document to legal affairs and to Matt Boaz to determine if RIF causes adverse impact. Legal always reviews this process because it is a risk analysis. This year's RIF process is the first time the Chief Diversity Officer will review. Analysis was reviewed on a per-unit and university-wide basis.
- iii. Status Update for Associate Vice President and Controller Position: Shari explained that the individual hired was a stop-gap measure due to the coinciding departures of Tina Heigl and Jeff Ulliman. A position description will be drafted, and there will be a national search for a full-time replacement.
- iv. Budget: University leadership feels positive that we have avoided fiscal watch, but that is dependent on budget reconciling for June.
- v. Leave bank: Staff Council would like to look into the possibility of donation banks for staff leave.
- vi. Unified Staff: CSAC reps are supposed to meet with Shari and Walt. Looking for assurances from administration before CSAC leadership will share any plans with classified staff.
- vii. Vacation truncation and court leave: Vacation truncation will take place every June moving forward; Wright State no longer requires employees to bring their checks for jury service. HR Practices have changed, but policies need to be updated to reflect practice.
- j. Shared Governance
 - i. Mandy provided examples of shared governance structures from three OSCHE member institutions. The committee plans to develop a proposed workflow.

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, August 9, 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, August 16, 2018, 9:00 a.m. – 10:30 a.m. in the Atlantis Room (157 SU)

X. Adjourn meeting 10:30 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