**Executive Committee Minutes**

**August 12, 2021**

**WebEx Virtual Meeting**

<https://wright.webex.com/wright/j.php?MTID=m7eb43a647e0f598b33cda36d346f81a1>

1. **Attendance**
	1. Michael Griest, Connie Bajek, Donna Braswell, Amanda Coffman, Mia Honaker, Carly Porter, Becca Webb, Frank Wolz, Shari Mickey-Boggs, Staff Senate liaison
2. **Old Business**
	1. Flex Work Schedule
		1. Managers seemed to take 2 approaches
			* 1. Flex Work schedules established before August 2nd
				2. Have everyone report and see where Flex Schedules will work.
		2. Shari is collecting Flex Work request forms; sent all known arrangements to Exec Leadership on July 23
		3. Forms were shared with Sue, Greg & Oliver
		4. Questions from Council
			1. Do we need approval from Executive Committee or is Manager’s signature enough?
3. **New Business**
	1. Leadership Team Updates
		1. No meeting in July, next meeting August 18th
		2. Fiscal Year budget memo sent to Leadership Team and Shari will forward to Michael
			1. Stay within 95% of budget
			2. No big changes, but similar restrictions as prior year
			3. Michael will send copy
	2. Raise
		1. Different process for sharing this year: Letters sent out via email and pdf instead of hard copies delivered by business managers.
		2. If there is an issue, contact your supervisor and make sure HR is notified.
	3. Stipend
		1. We have 2 extra people on Executive Committee: Secretary-Elect and Treasurer-Elect.
		2. Next year, one less past-chair so only 1 extra person next year.
		3. Michael will send documents to Shari to inquire further on whether additional dollars might be available
	4. New guidelines for events
		1. Planning Open House and Fall Fest.
		2. Sue’s focus is making everything more normal for students.
		3. This will be an ever-evolving issue as guidelines continue to be monitored and/or changes by CDC.
	5. Benefits
		1. 5.5% increase (approx. $1 million)
		2. Medical Advisory Group is meeting to review the options and provide input to leadership
	6. Employee Hardship Fund
		1. Committee is meeting
		2. Mia Honaker is on the committee from Staff Senate
		3. $1,506.00 raised so far
			1. Need to raise more money
			2. Meeting with Advancement representatives to discuss fundraising ideas
			3. This will be added to the New Employee Orientation so new hires become aware.
	7. Juneteenth
		1. No decision yet
		2. Submitting this for consideration for the August Leadership Committee Meeting
			1. This will be part of the Holiday and winter leave calendar being presented
	8. New Student Trustee to Board of Trustees: Rahul Shah
	9. Retrenchment meetings have concluded
4. **Executive Officers** Only
	1. Faculty Senate
		1. New President and VP: Brian Boyd & Megan Faragher
	2. Committee Assignments
		1. Michael sent out Committee Assignments (attached)
		2. Will need a new member of Inclusive Excellence Committee
	3. Staff Senate requested to help select volunteers for Arts Gala on April 9th.
		1. Opportunity to help with University event.
		2. This is different than anything Staff Senate has done before
		3. Michael moved to engage in a group discussion about this in our Full Staff Senate meeting next week
			1. Seconded by Carly Porter
			2. Motion passes.
	4. Executive Committee Voting Issue
		1. Possible to have no voting members on Executive Committee, is this an issue?
		2. Becca will look over rules and we will discuss later.
5. **Schedule Reminders**
	1. Staff Senate Meeting August 19, 2021 9AM WebEx
	2. First Day of Fall Classes August 23, 2021