

STAFF SENATE MEETING MINUTES

Thursday, March 16, 2022

9:00 a.m. – 11:00 a.m.

Virtual via Webex

I. Call Meeting to Order at 9:02 am.

II. Old Business

- **Minutes:**

February minutes approved. (10 approve, 2 abstain)

- **Staff Campus Climate Survey will launch March 7 and close April 4:**

Senate encourages everyone to complete that. It is important data for the University and Division of Inclusive Excellence's work. Just a reminder that this is not the same survey that Staff Senate conducted in the Fall.

- **HLC Visit:**

Senate has nothing new to update regarding the visit. HLC is planning to have meeting(s) with Staff Senate during the visit. Executive Committee will keep the senate updated on when and how those meetings will be held.

- **Directory Updates :**

To help eliminate the Wright State run around, Staff Senate has asked about how the senate can help encourage an initiative to have the directory updated especially with all the planned moves. Staff Senate has provided suggestions to HR, and are hopeful that they will implement some of the suggestions. Senate is hoping to have an update next month on the best way to deal with the influx of the update request. A concern was brought up regarding the moves. With all the moves, how will staff be updated with current locations so they provide students with correct information. Could there be something on the website highlighting all the moves and new locations. Eric Corbit has to meet with Rob Thompson, University Architect, and will look into this as well as Frank Wolz will look into this due to his role in CATS with the moves.

III. New Business

- **Chair's Report:**

- Staff Development Day – HR is working on planning a Staff Development Day and looking at bringing it back sometime this year either at the beginning or ending of their training cycle.
- HR is working on collecting and standardizing organization charts, and have them located in one location. This is an HR initiative to organize information more efficiently and not an initiative to eliminate positions.
- Performance evaluations – HR is looking at a replacement for PeopleAdmin system. There is a process going out looking at systems

and including that will be a possible updating the performance evaluation process. Performance evaluation process for this current year will remain the same.

- Customer Service Training Module – This module will be implemented in May. They are currently gathering examples (with identifying info redacted) of both good and bad service to provide examples in the training.
 - Dependent Verification Audit – HR will be conducting one soon. It will be completed to update dependents for our health benefits as the last audit was 10 years ago. Senate is not sure on the method on how it will be done, but believe it will be conducted by a 3rd party. HR will communicate this with everyone as soon as they are able to do so.
 - Wright Leader Academy – In April, they will gather nominations for the next academy. If you are a supervisor, please nominate a deserving staff member. Do you have to be in a leadership role to participate in this academy? They have set aside a small number of spots for those that are not in a leadership role. If you are not, you will have to be recommended by your supervisor and department head. It is a lot of work and fair amount of time, but it is a great experience. If you are interested in it, we encourage you to speak to your supervisor about participating in it. For more information on the academy, visit this site: <https://www.wright.edu/human-resources/wright-leader-academy#selection>.
 - Tobacco Surcharge – HR will reach out to those that have identified that said yes or planning to quit to update that information.
 - Employee Shoutouts – Senate provided suggestions on the shoutout program to HR such as mode of delivery to make it look better. Also had a discussion to expand that past just an email.
 - Executive Committee had a dinner with Provost Thompson to provide feedback and dialogue. It was a very good opportunity to communicate directly with leadership.
 - Faculty and Staff Senates Executive Committee will be having a joint meeting next week.
- **Standing Committee Reports:**
Community Coalition committee has met and planning another poker walk. Info will be coming soon.
 - **2023 Election Resolution:**
Senate does not have the process formalized in our bylaws, so for the 2023 election, they have created a resolution. The resolution provides a schedule and process of nominations and voting, resolution attached to minutes.
 - If you have been nominated, you will be notified via email.

- Staff Senate has 5 open seats this year: 2 classified and 3 unclassified. Senate has also created a procedure for tie breaking.
- Nominations for officers will be done publicly, both nominations and acceptance, during an open meeting.
- You can also nominate yourself as well as nominating colleagues. You will be able to nominate more than one person. To help the governance committee, you could reach out to those you nominate, but you do not have to if you choose not to.
- Email will go to the current staff list and come from Qualtrics.
- Senators who are rolling off because their terms are ending will be notified shortly that their terms are ending and that they can nominate themselves for another term.
- Senators will receive a brief rundown of what all the positions of the executive committee on their duties and time commitment. This information will be provided prior to the June meeting.
- Resolution voting results
 - Motion to suspend the requirement for the first reading and consider this the first & second reading and approve the resolution today.
 - Motion by Jerry Hensley
 - Second by Amanda Spencer
 - Motion stands
 - Motion to approve the 2023 Election Resolution.
 - Motion by Amanda Spencer
 - Second by Rene Jewett
 - Motion is approved (15 yes, 0 no)

- **Staff Senate Retreat:**

The results from the availability survey has been gathered and the retreat will on March 28, 2023. Senate is currently working on a location. The retreat is an informational sharing meeting on ideas and initiative Staff Senate can advocate for and bring to administration regarding the 3 R's. We encourage you to start thinking about ideas and strategies that will be useful. For non-senators, if you have any ideas and/or suggestions, please reach out to a senator or submit it via the staff senate feedback form on the website. <https://www.wright.edu/staff-senate/suggestions>

IV. **Open Commentary**

- Campus Bookstore will be moving to it's temporary location in the Rathskeller beginning March 27 to the end of July. There will be signs posted and a campus announcement coming out soon.
- April Craze is coming up on Friday, April 21 from 10:00 a.m. to 2:00 p.m. The form to complete is here <https://wright.campuslabs.com/engage/submitter/form/start/572584>.

Questions can be directed toward Lexi Ricer at uab4@wright.edu or debra.lamp@wright.edu.

- Mental Health Support for Active Duty/Guard/Reserve – March 24 – Atlantis Room, Student Union - <https://forms.office.com/r/RxkJvz5Dmp>. Suicide Prevention for Veteran and Military-Connected – April 14 – Atlantis Room, Student Union - <https://forms.office.com/r/YcSTJsjqKq>. Presented by Bill Wall, one of the best in the area to speak on this subject.
- Insurance Eligibility – Are they doing anything to keep spouse from getting insurance via WSU? Medical advisory group has not met yet, but as of right now this was not discussed and/or a desire to do this.
- Have you heard anything about fixing the water leaks in some of the buildings on campus particularly when it rains? This was discussed at the building and grounds committee meeting. Mike Vanhorne, Staff Senate representative, provided with pictures and locations of leaks. They have identified that this is something that they will be working on and resolving the issues.
- Are vending machines going away? Several on campus, including Oelman and Student Union, have not been stocked for sometime. We have not heard any information that they are being eliminated or the reasoning why some are not being stocked. We will ask about this with our liaison. Jen Gebhart responded that she can investigate further as its a 1-person team for all the machines.
- Commencement email came out for staff to register for commencement. If you want to be on the floor, you will have to wear regalia. The president's office will be something regarding commencement assistants. Keep an eye out for several emails coming soon. Graduate commencement ceremony is on Friday, April 28th and undergraduate is on Saturday, April 29th.
- Thursday, March 23rd, Campus Rec will be introducing the bike library program. You will be able to check out bikes to use. It will come with a helmet and lock, and at no cost to WSU community. They will also have 4 wheel accessible bikes available. The kick off program is 4pm at the Student Union, more info to come.
- Dunbar Library has Dayton Art Institute passes you can check out to visit the Art Institutes. They are available for all staff, faculty, and students to use, including up to 4 youth up to 26.
<https://catalog.libraries.wright.edu:443/record=b4807550~S7>
- The Division of Inclusive Excellence is happy to announce that Bobbie Szabo will be the new Assistant Director for the Women's Center. Her first day is March

20th. Please stop by the Women's Center to say hi and welcome Bobbie to campus.

- No new updates about the new dining services contract.
- Just a reminder that the Board of Trustee committee meeting in April will be at Lake Campus on Thursday, April 27th. The public session will be at the main campus on Friday, April 28th.

V. Schedule Reminders

- Senate Retreat, March 28, Noon-4:00 pm, Location TBA
- Senate Executive Planning Meeting, April 6, 9:00 a.m.
- Staff Senate Executive Meeting, April 13, 9:00 a.m.
- Staff Senate Meeting, April 20, 9:00 a.m.
- Board of Trustees Committee Day, April 27, 2:30 pm, Lake Campus
- Board of Trustees Public Session, April 28, 9:00 am, Endeavor Room

VI. Meeting adjourned at 9:59 am.

- Motion by Rene Jewett
- Second by Sonia Hackathorne