

Executive Committee & Admin Minutes
February 13, 2025
9:00-10:30
UH 267
Meeting link:
<https://wright.webex.com/meet/seth.gordon>

I. New Business

1. Leadership Updates
 - Changes from Academic Affairs/Provost Office
 1. Change in teaching load policy
 2. Change in course assessments ongoing
 3. Change from multiterm back to single term registration
 - New Associate Vice President of University Communications and Marketing, Nichole Rustad, under Enrollment Management, [article link](#)
 - Wright Leader Academy nominations opening soon, leadership to encourage applicants
2. Remote work / back to in-person
 - Addressed by email 2/6/2025*
 - Policies have been under review and will continue to be adjusted as needed; training for management being developed
 - Request for Staff Senate Policy and Welfare Committee involvement
 1. Can work on benchmarking policies, compile issues to be addressed and examples of it working well; discuss temporary and long-term use
3. Strategic Planning working groups
 - Staff Senate representation – Debra Redford has been added to a committee
 - Help drum up participation and feedback in the process
4. Staff Recognition – years of service recognition
 - President's Award for Excellence and Service Recognition event to be combined; catching up for past two years through managers; event will be for 2025 awardees and moving forward will be for each year; service awards are based on the calendar year
5. Preparing for elections
 - Breakdown of unit representation on staff senate – working with HR to get breakdown
 - New data person, Tony Whack retired

II. Old Business

1. People Admin – updates about plans and changes
 - Not discussed
2. New Timesheet updates

- Not discussed
- 3. Trainings tracking
 - Not discussed
- 4. Staff/Faculty Appreciation Event

III. Executive Committee

1. Speakers for Year:
 - February, virtual, confirm Jim attendance
 - March in-person: Susan Schaurer, SU019 booked; possibly bring Nichole
2. Proposed Staff Senate budget increase
 - See below
3. Staff Symposium
 - Discuss details with Emily Hamman, funding may be available
4. Quorum – 11 senators needed to reach quorum
5. Starting to prepare for elections
 - Encourage employees from underrepresented areas of campus
6. Upcoming events:
 - Raiderthon Staff group, March 29? Community Coalition to discuss
 - Staff Senate Retreat before current senators roll off, June?

IV. Schedule Reminders

1. Staff Senate EC Meeting	Feb 6	9:00am
2. Staff Senate EC Meeting	Feb 13	9:00am
3. Staff Senate Meeting – Virtual	Feb 20	9:00am
4. Staff Senate Talkback (SU 010)	Feb 27	12p-1p
5. Staff Senate EC Meeting	Mar 6	9:00am
6. Staff Senate EC Meeting	Mar 13	9:00am
7. Staff Senate Meeting In-Person (SU 019)	Mar 20	9:00am
8. Staff Senate Talkback (SU 010)	Mar 27	12p-1p

Proposed Staff Senate Budget

Proposed Budget: \$15,500

Stipends: \$10,000 remain the same which I believe are listed below (and someone please correct these if I am wrong): I have added stipends for the Lake Campus chair and chair elect.

Chair elect = \$1000

Chair = \$1000

Past Chair = \$1000

Secretary = \$1000

Secretary elect = \$500

Treasurer = \$1000

Treasurer Elect = \$500

Parliamentarian = \$1000

Lake Chair =\$1000

Lake Chair Elect = \$1000/\$500

Expenses: \$5500

Total below is \$5500

OSCHE Dues: \$300 (?)/ \$250 every two years

Travel (OSCHE plus Lake Campus): \$3000

Food: \$1000

Symposium: \$500

Community Coalition: \$ \$1500

Narrative

OSCHE Dues: \$300 every other year. On the odd years we can purchase Staff Senate cards for graduates.

OSCHE: \$2600 for travel

- 2 in person conferences per year:
 - The fall conference is typically a two-day affair.
 - OSCHE Representation consists of two WSU staff senators. This year it is one from the Lake Campus and one from the Dayton Campus.
 - This can mean up to 200 miles of driving one way; so we need to budget for up to 400 miles round trips for two people. 400 miles at .70 cents per mile times 2 people is $(400 \times .70 = 280) \times 2 = \560 for mileage for the two-day conference.
 - Lodging for up to two nights = $\$200 \times 2 = \400
 - Food = meals are provided except for dinner the night of. We should plan on \$50 per person (about two dinners each) = \$200
 - Fall Conference Total: \$560 (mileage) + \$800 (lodging) + \$100 (food) = \$1460 which we could round up to \$1500 for the attendance.
 - There is a one-day summer conference that is all day in person and so people may want to drive the night before if it is far.
 - Mileage = \$560 is likely the max amount.
 - Lodging for one night = \$400
 - Roughly \$1000 total.

Lake Campus Travel: \$400

- Round trip to Lake Campus is 168.2 miles time .70 Cents per mile translates to \$117.74 per trip between campuses.
- IF we fund one trip a year for the Dayton to Lake and two trips a year for a Lake Campus person to travel to Dayton Campus we are looking at 3 times \$117.74 or \$384. I rounded it to \$400 hundred.

Community Coalition: \$1500

- We are roughing out \$1000 towards prizes and refreshments

Staff Symposium: \$500

- \$500 mostly for audio/visual that can record and manage a live event and for very light refreshments (coffee/tea/water)

Staff Retreat: \$600

- Box Lunches are \$12.00 apiece. There are 24 of us. So, \$300 for a box lunch or about \$550 for a taco bar.

Two In person Staff Meeting per year: \$300

- \$150 per session for coffee and refreshments

* Dear Colleagues,

This week Governor Mike DeWine signed an executive order ending remote work for most State of Ohio employees.

We have received confirmation that the executive order does not apply to Ohio public universities, including Wright State.

As a reminder, any Wright State staff member working remotely must obtain approval from their dean or division vice president, in consultation with their supervisor, prior to the implementation of a Flexible Work Arrangement. Employees must also file a [Flexible Work Arrangement form](#) with Human Resources. More information on Flexible Work Arrangements is available on both the [HR website](#) and the [University Policy website](#).

Given that our institution serves students who predominantly engage in in-person learning, supervisors should be mindful of staff members' roles and responsibilities when reviewing or approving remote work agreements. Any questions or concerns about Flexible Work Arrangements can be directed to your unit's [HR business partner](#).

Thank you for your continued work on behalf of Wright State University!

Emily Hamman

Vice President and Chief Human Resources Officer

Sean Culley, J.D.

Vice President of Legal Affairs and General Counsel