

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

I. New Business

1. Leadership Updates
 - Campus Scholarship & Innovation Campaign going on right now
 1. Employee Assistance Fund – recent applicants have depleted the fund
 - Strategic Planning feedback – minimal response and questions during sessions; feedback can still be shared to committees for the time being
 - SB1 impacts still being reviewed by administration
 - Annual evaluation process started, 1 more week for self-appraisal part of process; final signature is what date is recorded
 - HMI due 8/31; no exceptions for deadlines since there is ample warning of dates
 - May 1-2 next board of trustees meeting, [calendar](#)

II. Old Business

1. Remote work / back to in-person policy review update – Courtney Laukitis working with Policy committee – provide update at next Staff Senate meeting
 - Committee has working document to do sent to Emily soon
 - Question submitted: Is the option to work from home going to be eliminated?
 - Could be in their department but policy is still being worked on for the university; making the policy clearer and update; supervisors always have the discretion
2. People Admin – updates about plans and changes
 - Still being worked on
3. New Timesheet updates
 - Still being worked on – Payroll team is low on personnel at this time which is causing a delay in completing this
4. Trainings tracking
 - Still being worked on

III. Executive Committee

1. Speakers for Year:
 - ☐ Prep for Dr. Edwards attendance – submitted questions reviewed; similar questions will be grouped and all will be

sent; [April 2025 Questions to Dr Edwards ORIGINAL QUESTIONS.pdf](#)

- May meeting – 2nd presentation by Heath and Courtney about Orientation and Welcome Weeks
- 2. Proposed Staff Senate budget increase, progress?
 - Received and being reviewed in April 2025
- 3. May 29 – Staff Senate “bonus” day
 - Cornhole and Hotdogs at the VMC/Champions Garden
 - Wright State SWAG Swap Event, Millett Hall Atrium
- 4. Staff Senate Retreat
 - Tent. Date Thurs., June 5, 12p-4p, location SC 205
 - President's office to provide lunch
 - Create sign up survey including lunch selections
 - Topics / Discussion? Seth, Amanda, Debra, Michelle to meet to plan
- 5. Starting to prepare for elections
 - Call for nominations email to be sent April 3 or 4, open until April 11
 - Send list of nominees to Emily Hamman to vet
 - For next year: contact Business Analyst position in CaTS for list of staff members of eligible for nomination
 - Elections May; add open senator position due to Mia Honaker leaving university
- 6. Staff Senate Talkbacks – currently scheduled through May, taking break over summer; next Exec team to schedule again beginning in fall
- 7. Mia Honaker leaving university, Jennifer Gebhart will replace for the remainder of the year; add another open senator position to elections

IV. Schedule Reminders

1. Staff Senate EC Meeting	Apr 3	9:00am
2. Staff Senate EC Meeting	Apr 10	9:00am
3. Staff Senate Meeting (virtual)	Apr 17	9:00am
4. Staff Senate Talkback (SU 010)	Apr 24	12p-1p
5. Staff Senate EC Meeting	May 1	9:00am
6. Staff Senate EC Meeting	May 8	9:00am
7. Staff Senate Meeting (virtual)	May 15	9:00am
8. Staff Senate Talkback (SU 010)	May 22	12p-1p
9. Staff Senate EC Meeting	June 5	9:00am
10. Staff Senate Retreat	June 5	12p-4p
11. Staff Senate Meeting (virtual)	June 12	9:00am