

Executive Committee & Admin Minutes

May 8, 2025

9:00-10:30

UH 267

Meeting link:

<https://wright.webex.com/meet/seth.gordon>

I. New Business

1. Leadership Updates

- Employee Self Service 9 set to launch, 8 to run parallel for now, communication to be sent soon to campus community, trainings will be available; trainings will be repeated in the Fall, too
- HR has had personnel changes, new Linda Gillis
- CSIC participation up this year across campus
- HMI due Aug 31 for all three components, schedule appointments now to complete everything on time (don't forget the form the doctor signs) - just for medical
- Student Employment interim work period right now due to how the calendar fell with semester dates; will happen next year; Summer starts this Saturday
 - 1. Student Employment moving to People Admin from Handshake in the coming months
 - 2. Reflection on Student Employment moving under HR: developed independently initially so still combining processes of both functions for best results
- Budget presentation was last week, 3% pay increase approved to start July 1 for most people; faculty August 1, others per contract; everyone will get letter with new amount
 - 1. Be patient as there are new people in all of these roles in HR
- Appointments of new leadership positions?
 - 1. Vice Provost position (student success, advising, retention, etc.) transitioning from under the President
 - 2. Interim Dean for College of Business
- Staff Senate senator elections – some trouble with survey link but fixes are in place now with help from Jerry

2. May and June meeting updates

- May Staff Senate Meeting – Debra leading meeting, May 15
- Staff Senate Retreat – June 5, 12p-4p
- June Exec Meeting – June 12, 9a-9:30a
- June Staff Senate Meeting – June 12, 9:30a-11a for elections
 - 1. June 19 – Wright State closed for Juneteenth Holiday
 - 2. Send new chair positions (people starting, people ending) to Jamie in HR to be started for July

II. Old Business

1. Remote work / back to in-person policy review update –
2. People Admin – updates about plans and changes
3. New Timesheet updates
 - Employee Self Service 9 set to launch, 8 to run parallel for now, communication to be sent soon to campus community, trainings will be available; trainings will be repeated in the Fall, too
4. Trainings tracking – system in budget for 2026 requested, waiting on approval

III. Executive Committee

1. Speakers for May:
 - Javan Conley, Associate Vice President, Facility Operations
 - Orientation and Welcome Weeks (Fall 2025) information – Courtney Laukitis and Heath Marker
 - Debra to run the May meeting, assign as cohost in Webex
 - Reminder email to campus to be sent on Monday – include elections reminder and meeting reminder – election results to be announced; last voted in will be fulfilling Mia’s vacated position so for 2 years
 - June meeting: Amanda Spencer ending her 3-year position as Chair for Staff Senate
2. Proposed Staff Senate budget increase approved!
3. Elections link trouble at the beginning but should be worked out; closed Wed at 6p, winners to be announced at Thurs meeting, ties decided by coin toss
4. Staff Senate Talkbacks – currently scheduled through May
5. Staff Senate Retreat Agenda created
 - Email to be sent as “save the date” with agenda
 - Committees will briefly talk about committee responsibilities
 - Send lunch information in email

IV. Schedule Reminders

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| 1. Staff Senate EC Meeting | May 8 | 9:00am |
| 2. Staff Senate Meeting (virtual) | May 15 | 9:00am |
| 3. Staff Senate Talkback (SU 010) | May 22 | 12p-1p |
| 4. Staff Senate EC Meeting | June 5 | 9:00am |
| 5. Staff Senate Retreat | June 5 | 12p-4p |
| 6. Staff Senate EC Meeting (UH 267) | June 12 | 9:00am |
| 7. Staff Senate Meeting (virtual) | June 12 | 9:30am |