

University Staff Advisory Committee

Business meeting minutes: 05/24/2017, 8:30am –

Attendees: Lila Anderson, Cindy Davis, Brian Keller, Thomas Gessells, Thomas Hatch, Megan Hastings, Liz Gordon-Carlas, Cesar Seguil, Jodi Jeorg-Andreoli, Megan Sayres, Andrew Jordan, Lisa Mayhugh, Kelli Kaiser, Anne Minnick, Kelsey Nussbaum, Sarah Dawson, Marisha Goldsmith, Nicole Prete, Ginny Corso

1. Chair:

- Open discussion regarding the best format for the year-end report out to President Drake
- Employee Emergency Fund report
 - There is a need for modifications to the policy
 - Financial neediness can/does affect employee performance
 - Thomas has reviewed peer institutions
 - Recommendations:
 - ✓ Increase from \$500 to \$1000
 - ✓ Changing from once in a lifetime to more often
 - ✓ Decreasing eligibility timeframe to 6 months from employment start date
 - ✓ Broadening the qualifications
 - ✓ Paying vendor directly? This would remove the concern that the money is being spent the way it was awarded, but could potentially add a huge administrative burden

2. Chair Elect:

- Feedback from manager conference – very positive feedback, managers appreciative to have the opportunity to connect and energize. About 110 attended. Not sure if any faculty members attended
- New VP of HR, has experience working with a USAC type of committee at Penn State, and also created/supported a manager training. Hope to engage her as quickly as time permits when she starts in September and hope to loop her in to our similar goals.
- Preparing for the new member orientation
- Meeting with Michelle Bondurant to find out what OHR has in mind for staff appreciation
- Calendar invite for new member orientation is out

3. Communications:

- Looking for content – target date to get content is June 2nd. Aiming to send out to university June 7th ish.

4. Treasurer/Recorder:

- Approval of prior business meeting minutes

5. Subcommittees:

- **Governance:**
- **Staff Compensation & Benefits (SCBS)**
 - SCBS is wondering if we should ask/recommend needing money from the Energy Conservation Project
 - Their report is basically results summarized from the staff survey
 - ✓ Career mapping/compensation/merit increase/cost of benefits

Outreach & Engagement (O&E)

- **Starting to get RSVP's**
- **Leadership panel**

6. OHR Liaison, Tracey Pawlowski

7. Task Forces

- Health & Wellness
 - Meeting on Tuesday with the health and wellness committee
 - Plan to present the report and ask for feedback on the report
- Diversity & Inclusion
 - Cesar put together all of the recommendations – right now it's 13 pages but he has the high level bullets and action items at the front of the report:

- ✓ Energy conservation program for money
- ✓ Implement a position similar to a Wellness innovator to motivate and encourage
- ✓ Expand definition of “wellness” to include D&I
- ✓ Collaborate with HR for learning and training
- ✓ Working on Employee Resource Groups (ERG)
- Recommendation to USAC:
 - ✓ Have items on the USAC website
 - ✓ Include D&I in our communications
 - ✓ Work to centralize the information so staff have somewhere to go
 - ✓ Stay engaged and continue to work with university D&I committee

8. Items for Group Discussion:

- USAC year-end report to senior leadership
- Employee Emergency Fund draft proposal document

9. Subcommittee time