UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
March 27, 2019
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

In Attendance: Kate Blevins, Tim Lombardo, Ferdinand Avila-Medina, Steven Blalock, Christine Benadum, Megan Hasting, Tom Gessells, Sandy Otis, Katie Watkins, Kaitlin Hohenberger, Stacey Copley, Sunny Zong, Andrew Jordan, Shea Ryan, Lauren Gannon Evans, Melanie DiFeo, Steven Loborec, Aaron Moore, Abby Whaley, Brittany Crall, Morgan Buckner, Twhila Holley, Courtney Sanders

Call to Order
Adoption of the Agenda
Approval of the Previous Meeting Minutes

Executive Committee Reports
Chair:
- USAC Annual Report
  - Report out to the President was moved from May to March as of last year. Reasoning is that it was too late in the fiscal year to do anything with recommendations with budget impact.
- Shared Governance Proposal – continuing to progress. Rules Committee is drafting rules to incorporate changes. Students and faculty go through election process, so staff should go through an election process. Governance to come up with ideas on election process. Bylaws and Operations Manual will need to be updated on how we will proceed with elections
  - University Senate meeting is tomorrow – topic will be discussed tomorrow. Ben Givens will talk about structure change
  - Tom will provide update when proposal will go to Senate for vote
- Will be putting together a HR Transformation testimonial video which will be played during the HR Townhall at the end of April. Susan and Marjie approved questions that will be asked in the video

Chair Elect:
- New Member Task Force updates – interviews completed yesterday. Great conversation and applicant pools. We have a deadline for 1pm today to recommend for membership. Will be confirming eligibility. Will vote in new members on April 10th. Great process – document on box. If you participated, please provide notes for next year.
  - April 10th – elections
  - April 27th – elections
  - Added time for Enterprise Project to come in the future. Our voice will be critical as we move forward into the project

Communications:
- Enterprise Project communication will be going out
- SBWE feedback survey published in OnCampus and will be on OneSource, if not already published
- R&R Infographic – hopefully will be out later this week or early next week in OnCampus
- Link to PPCW Annual Report is on OnCampus today. We should publicize the USAC Annual Report in OnCampus after Thursday

**Secretary/Treasurer:**
- Working with B&F so that SBWE funds are easily distributed to USAC account

**Subcommittee Reports**

**Inclusive Excellence (IE):**
- Tayo Clyburn has been announced as the VP Diversity & Inclusion and Inclusion/Chief Diversity Officer At St. Mary’s College staring July 2019
- Working with Shea to post on USAC website information regarding the Annual National Conference on Diversity, Race & Learning, May 6-7th. Cost associated with conference. More information can be found on ODI’s website

**Governance:**
- Finalizing data regarding the SCDG to present to President Drake tomorrow
- SCDG applicants want to know how they can improve their request for next year in order to receiving funding. If you received an inquiry, please let Sunny know so she can provide suggestions to the applicant(s)

**Outreach & Engagement (O&E):**
- SWBE recap and discussion. Thank you for all those that helped.
  - 87 vendors registered with 2 vendors no-show but 2 vendors show up the morning of the expo. We brought in $17,322.70 from registration fees.
  - Biometrics Screenings were booked for entire day and unable to take walk-in appointments. Next year, will have another station so that walk-ins will be accepted
  - Valic stated they would like to supply bags in future years which will continue to cut our costs
  - Break-out session attendance was ok but not ideal. Schedule was received 7 days prior to expo which limited publicizing sessions
    - RAD session was least attended. Better to have a table to talk about sessions available rather than having an actual session for next year
    - Breakouts sessions need to be revamped for next year. Do these sessions make sense to be a part of the expo?
  - Appears that overall attendance at the expo was down in numbers compared to prior years. Curious if it was because expo was held after spring break rather than during spring break
    - Was timeframe of expo too long? Vendors were leaving early
  - Publicizing expo was less than ideal with the quick transition for Shea and Abby
  - Feedback heard – vendors loved the extra space to have conversations, staff stated the event gets better and better
  - Sponsorship opportunities – Huntington wants to be involved
    - If we can’t have Huntington involved at the expo due to being at the Union, are there other ways for them to be engaged?
  - Any thoughts or suggestions for next year, please send to Abby
Staff Compensation & Benefits (SCBS):
- R&R Infographic is now available on posters and magnets. Also, available electronically. Please utilize accessible listserv for dissemination
- Flex Work - wrapping up toolkit. Will be meeting with Flex Work Policy owner at OHR. If anyone is interested being a part of the Flex Work testimonials, please reach out to Courtney
- NBW recap and discussion
  - Over 100 in attendance which is a huge increase from initial event
  - Please send feedback or suggestions for next NBW to Megan or Courtney
- Health Plan Oversight meeting was held last week. Attempt #3 for network Initiative. Would like to attend USAC meeting in May

Task Forces
OHR Liaison Report

Items for Informational Purposes
- Enterprise Project – Policy Timeline and Socialization Plan; HR policy impacts (10:00-10:30am)
  Christie Frankart, Assistant Compliance Director, Office of University Compliance and Integrity (Enterprise Project)
  Kristi Hoge, Manager Employee Relations, OHR
  Tracey Pawlowski, Project Manager, OHR
  *Minutes were taken but are not available for dissemination at this time

Items for Group Discussion
- Breakout Session – Prep for Conversations with Susan Basso event
  - Purpose – we need to think of purpose of event first. How many staff are engaged with their HR department? Most staff have specific questions rather than learning about HR Service Delivery – some staff may not interact with a service center at all
  - Panel discussion:
    - 3-5 minute presentations on major HR topics from HR leadership which allows her leadership team to be visible to staff. Allows audience to have a face to a name especially since many staff do not know HR leadership
    - Would recommend Joanne McGoldrick, Alison Mincey, Linn Hillis as panelists but would defer to Susan on preferred panelists
    - Suggest moderator to be in align with Conversations with President Drake event
    - Staff panel rather than leader panel
    - Rather than having a panel, have leaders in audience
- Q&A discussion:
  - Provide note cards during event check-in. Can compile themes during presentations. Still provide an open mic at the end
  - Have more opportunities for Q&A rather than presentations
  - Are there perceptions that staff have on administration and how do we address this?
- Timeframe – May after graduation but before Memorial Day

Can send specific questions to presenters

Adjournments