UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
August 8, 2018
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

In Attendance: Lisa Mayhugh, Stacey Copley, Kris Villilo, Kate Blevins, Brittany Savko, Chrissy Sprouse, Steven Blalock, Sandy Otis, Lauren Gannon Evans, Tracey Pawlowski, Sunny Zong, Andrew Jordan, Tom Gessells, Kaitlin Hohenberger, Ginny Corso, Ferdinand Avila-Medina, Abby Whaley, Shea Ryan, Megan Hasting, Aaron Moore, Morgan Buckner, Steven Loborec, Brittany Crall, Christine Benadum, Cesar Ceguil, Katie Watkins, Courtney Sanders, Melanie DiFeo

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

Executive Committee Reports
Chair:
  o Introductory meeting with Mike Papadakis, Interim SVP and CFO. He is leading Pillar V of the University’s Strategic Plan – Operational Excellence and Resource Stewardship.
    • Discussed role in leading Pillar V and potential staff impact.
    • 3 efficiency initiatives throughout the university – travel, furniture, and technology
    • No planned reduction in force (RIF) with efficiencies. Retraining and/or repurposing of positions may happen in future. Will be looking at open positions across the university as well as employees who may be eligible to retire. No timeframe has been identified
      • Tracey added that the Voluntary Separation Incentive Program is a tool that could be used in the future. This process requires a lot of approvals
    • Would like USAC’s input on initiatives as well as any feedback heard from staff.
      • Suggestion box discussion. Tom and Andrew will discuss this topic with Susan Basso. In the meantime, any staff feedback related to Pillar 5, please send to Tom and Andrew.
    • Also spoke regarding Employee Emergency Fund (EEF). Mike is interested in additional details on annual spending of this fund. The idea is to inject $50,000 annually into fund. Other option is to create an endowment fund to support funding
      • Mike will be on agenda for August 22nd Business Meeting. Please come prepared with questions
  o Future meetings scheduled for Tom and Andrew:
    • Gail Marsh, Vice President and Chief Strategy Office
    • Provost McPheron
    • Bern Melnyk, Chief Wellness Officer
  o Introductory meeting with Kay Wolf, Vice Provost for Academic Policy and Faculty Resources. Kay is responsible for Promotion and Tenure (P&T), policy related to faculty,
new faculty orientation, and leadership workshops for chairs. Also, responsible for Council of Deans agenda.
  o AVP Talent, Diversity & Leadership position with OHR – interviews have started

Chair Elect:
  o Agenda Planner
    • Department of Public Safety. Confirming date to attend Business Meeting.
    • Network Initiative will no longer be presenting. Initiative has been placed on hold
    • Amy Lahmers from PPCW will be attending September business meeting
    • Ginny asked if there was a planned meeting to meet with the Council of Regional Deans. Council of Regional Deans meets once a month

Communications:
  o Working on script for video recording of President Drake. Video will highlight the importance of staff and importance of USAC

Secretary/Treasurer:

Subcommittee Reports
Inclusive Excellence (IE):
  o Update from meeting with Dr. Moore – met with last Thursday
    • Dr. Moore articulated the importance of staff. Also, mentioned that ODI is going through a lot of restructuring.
    • Tayo Clyburn should be USAC’s initial contact within ODI
  o Proposal for pronouns to add to member roster on USAC website. Working with Tim on what is the best way to make these updates. This is not a requirement
  o USAC diversity statement proposal for website and application:
    “USAC values diversity and is committed to be an inclusive organization where all perspectives and experiences are welcomed and respected.”

Governance:
  o Staff Career Development Grant overview – Veronica Herrera, Learning & Development Program Coordinator, manages grant application and fund transfers
    • Roughly 19 applications per group. Each group will contain 3 reviewers
    • Grant provides staff with an opportunity to further their growth and development.
    • Grants of up to $1250 for individuals and $1750 for groups of 2-10 and $2000 for groups of 11+
    • Grants are awarded for education and training costs related to the applicant’s job and/or career goals
    • Top uses of grants are for conference related expenses, certification/tuition costs
    • Any grant proposal that had a large score discrepancy amongst the reviewers (generally defined as a score of 20 or more point spread) should be discussed so that a general consensus can be reached
    • Governance meets with OHR to finalize the process
    • Rubric is divided into 3 sections
      • Applications complete and organized, supportive documentation, eligibility
      • Application criteria
        • Professional development proposal
        • Benefits to career, unit and university
        • Budget information
• Discretionary points with rationale
• Application criteria
  • Professional Development – should answer the following:
    • The ‘What’
    • The ‘Why’
    • The ‘How’
    • Actual learning activity propose
• Benefits to the career, unit, and university
• Budget information
• Funds need to be used Sept-April
• Please use whole numbers only when scoring
• Discretionary ‘heart’ points – awarded for extraordinary circumstances described in the proposal. This is an optional section for reviewer.
  • Points awarded in this section do contribute to the point total and should be added to the final score
  • Rater must provide a clear and compelling rationale to award discretionary points
  • Rater presents rationale to small rater group and gains consensus to recommend awarding additional points
• Reminders:
  • Applicants can be awarded up to 100 points plus up to 5 if awarding discretionary points
  • Review period is open from Aug 9th through Aug 22nd
  • Governance representative in each group will evaluate scores and facilitate any necessary discussions
  • Applications will be available to view tomorrow (Aug 9th) and you will receive an email with a Box invite. Any questions, please email Lisa or Sunny
• Record retention is still being discussed with Molly Driscoll. Retain for 4 years and securely destroy after this. Writing of scores needs to be retained if writing detailed notes—this constitutes a record.
• Please keep information confidential
  • Robert’s Rules of Order Training
    • A guide to conducting meetings and making decisions as a group
    • Hierarchy of Governance
    • Makes meetings more effective and efficient. Also, helps ensure bylaws are being followed
    • Voting procedures
    • How do we run meetings:
      • Chair will manage the meeting
      • Parliamentarians are the enforcers
      • New business – opportunity for member to bring up a motion
    • Items that need discussed
      • Generally comes up under new business section
      • You must make a motion – I move that...
      • Motion must be seconded
      • Put the question for debate
      • Chair puts the motion to vote
        • All in favor
        • All opposed
      • Chair states result of the motion
• Why motions are important
  • Until a motion is made, seconded and state by chair, no discussion is
in order

- Others things to say...
  - Point of Order – someone not following procedure
  - Amend – used to change a motion on the floor
  - Point of Information – need clarification on an item
  - Motion to Table – discussion to happen later

- Voting Procedures
  - Ensures that votes are taken in a fair impartial way
  - Quorum needs to be present throughout the voting process.
  - For USAC, quorum shall consist of majority of total membership,
    including presiding officer. Noted in bylaws. Must be present in person
to vote, no absentee voting
  - Reminder external applications are due by August 9th. Appointees will be named next
    week

**Outreach & Engagement (O&E):**
- Andrew and Tom were on NBC4 to discuss the School Supply Drive
- School Supply Drive and football ticket drawings
  - Drop off to RPAC on Friday by 4pm or by Monday before 11am. Take
    supplies to loading dock or welcome center.
  - NBC4 will be here on Monday to video sorting of supplies.
- Family Picnic has now been moved to September 30th. Sign-up sheet is on box
- Upcoming Staff Appreciation Tailgate
  - Volunteers are signed up. Kris to send out further information

**Staff Compensation & Benefits (SCBS):**
- First SCBS meeting is scheduled for Friday
- Rob Prisbrey, Compensation Project Sr Director. Timeline of Class & Comp project
  implementation is being determined. Rob will present at future business meeting
- Christine O’Malley, Communications Consultant in OHR – HR updates, projects on
  horizon and how to engage with these projects
  - Christine also serves on PPCW. Discussed how we can advocate on flex
    work policy
- Anne Massaro meeting regarding Enterprise Project is scheduled for today

**Task Forces**

**OHR Liaison Report**
- Rebranding effort going on with the Class & Comp project.
- Susan Basso and Kim Shumate took individuals to Penn State to look at shared service
centers. Provost at Penn State spoke to group regarding his role with WorkLion as well
as HR transformation.
  - Transformation efforts in regards to Enterprise Project should be on agenda each
    business meeting

**Items for Group Discussion**
- Reminder: Lunch with President Drake – Aug 23rd. Please RSVP and confirm any dietary
  restrictions by the deadline

**Adjournments**