

# UNIVERSITY STAFF ADVISORY COMMITTEE

## Business Meeting Minutes

April 08, 2020

Carmen Zoom

8:30 - 10:30 a.m.

**In Attendance:** Annie Bingman, Sherri Hall, Stacey Houser, Emily Kelley, Faith Kline, Randall McKenzie, Drew Miller, Laurel Van Dromme, Ferdinand Avila-Medina, Steven Blalock, Kate Blevins, Brittany Crall, Lauren Gannon-Evans, Steven Loborec, Shea Ryan, Brittany Savko, Katie Watkins, Stacey Copley, Jill Hampshire, Paul Hogan, Tim Lombardo, Twhila Holley, Aaron Moore, Courtney Sanders, Chrissy Sprouse, Sunny Zong, Andrew Jordan, Tracey Pawlowski

### Call to Order

### Adoption of the Agenda

### Approval of the Previous Meeting Minutes

### Executive Committee Reports

#### Chair:

- Introduction of guests who attended to learn more about USAC
  - Yi Sun, Kynthia Droesch, Katie Federer
- USAC Annual Report Presentation Plans
  - Annual report is due April 17
  - The President's Office will be sending a meeting invite for Zoom
  - Poll taken through Zoom of who is planning to attend the event to get a head count
  - Still need to confirm if Susan Basso is able to attend
  - Please make sure each subcommittee has a representative that will speak on progress of work
  - An outline will be created including specific time for each speaker
  - Question: Should we look in the USAC Box folder for the most up-to-date version of the Annual Report?
    - Posted on box
- COVID-19 Updates and USAC Impacts

#### Chair Elect:

- Information was sent out to each local staff advisory council for the staff questions in the colleges
  - Feedback was mostly positive. Most common concerns were about raises and furloughs.
- End of year breakfast, New member orientation and USAC retreat
  - Given the remote situation due to COVID-19, plans are still developing and information will be shared as it is available
  - Discussion has been held to create videos for new member orientation

## Communications:

- Newsletter statistics will be added to the annual report
- Top clicks in last newsletter were for change management sessions and wellness

## Secretary/Treasurer:

- Budget Update
  - Question: Are the registrations that were processed through Cvent included in the budget report?
    - This was taken out of the report because they will be refunded
  - Question: Given previous discussions around the Expo and whether the profit was needed, does this budget reflect that USAC would be in a good position without the Expo funds since we are ending the year in a good position?
    - Due to the COVID-19 response, several events were canceled including the End of the Year breakfast, the HR Conversation Event, and the Local SAC retreat. This would have decreased our expenses without increasing revenue. The budget would not have been able to sustain these expenses without the revenue.

## Subcommittee Reports

### Inclusive Excellence (IE):

- Update on information received at Diversity Advocate meeting
  - It was brought up that the University does not have a process on furloughs and it is currently being developed given the current situation of COVID-19
  - Feedback was provided that international students do not feel welcome in the United States. There are about 700 students affected by this situation on campus
- CEO Action Day
  - 162 staff and students participated
- ERG Survey
  - The subcommittee would like to survey ERGs. Currently aware of 12 and Nina Brooks has information on additional groups. The plan is to reach out to leaders to learn more about the groups such as member numbers and funding sources

## Governance:

- USAC Operations and Procedures manual updates
  - Manual with proposed topics of discussion for today was sent out by email prior to the meeting
  - Updates have not been made to the document since it was established in 2018
  - Review of two items
    - Guidelines for USAC Appointment for Standing External Committee
      - Formal language was not included in the operations manual to give Staff Senators priority for the Senate Committee appointments by USAC
      - However, in the fall of 2019, Governance members found a floating document that was not official but outlined appointments and then the document was edited
      - Proposing to officially incorporate into the Operations and Procedures manual
      - Question: I thought last fall we had discussed that once an alumni base was established for staff senator alumni that we were going to incorporate them as well for priority?
        - It was suggested to add this and keeping it general staff

senator alumni which would include alternates because the current alternates have been very engaged

- Other comments and discussion points requested
  - None provided
- Poll supplied for a vote for the motion to enter in the proposed change of “Guidelines for USAC Appointment for Standing External Committee Representatives (page 11)”
  - Motion passed
- University Staff Senator Selection
  - Last year all five elected positions were new and the terms were different lengths to stagger when people rolled off in order to maintain institutional knowledge for the inaugural year
  - Proposing to update the document to have the elections no later than the end of July
  - Proposing an update to the selection process:
    - Feedback was provided from last year’s applicants that the two minute time to present platforms was too rushed. USAC member feedback on the process was similar that it felt rushed to be receiving the information in two minutes.
    - Governance proposed a three minute presentation with maintaining the no longer than five minute time for predetermined questions and the time for additional questions to be removed
      - Cannot go over three minutes because of the number of candidates being interviewed which is 12 for this year
    - Discussion was requested for changes to the Staff Senator Selection process
      - No discussion remaining
    - Motion to make the changes presented
      - Motion passed
  - Selection timeline this year has two options that need confirmed
    - Open application by mid-April and due by mid-May and notify candidates by May 29<sup>th</sup>. In person interviews would be June 10<sup>th</sup> and June 24<sup>th</sup> would be new member orientation
    - A second option would be a separate training outside of new member training on June 24<sup>th</sup> and in person interviews no later than July 9.
    - Poll for which timeline to approve
      - Second option voted for approval
  - Governance will work with the USAC Executive team on training for the selection process particularly for new members

### **Outreach & Engagement (O&E):**

- Change management webinar April 14 at 11:30am
  - Currently 49 registered
- Expo update
  - Refunding vendors who already registered
- Conversations with Susan Basso event
  - Going through the process of cancelling reservations
  - Question: How can USAC still engage with HR
    - Currently there seem to be more questions than answers and there is a

- concern that a webinar format might not be the best format
- Request for Shea Ryan to provide a link to the COVID response for staff with questions and links to resources on the USAC website

### **Staff Compensation & Benefits (SCBS):**

- Winter Recess
  - Currently working on this document and was able to get information from ENGIE to add

### **Task Forces**

- **New Member Task Force**
  - Feedback received from people who attended the information sessions and decided not to apply that it just was not the right time to apply
  - Information was presented on the 11 members that the task force put forward to fill the available positions with one alternate
  - Motion made to accept 11 members and no alternate
    - Motion passed

### **OHR Liaison Report**

- Career Road Map timeline has been shifted to next summer to help get the University to standardization
- Workday is now planning for the go live at the end of the calendar year but still working on deployment dates. The plan is still for HR and Payroll first followed by Finance. Additionally, the freeze in the system will still need to occur in order for the data to be transferred from one system to the other
- Service Delivery is still moving forward with HR Service Now to be in place prior to Workday
- Policy changes for Finance that were going in place in June will now be moving with Workday whenever those dates are determined. Will be looking at rolling out standards that are not tied to a system but had been proposed changes. An example is the common start date for new hires.
- Question: Has there been any discussion about the faculty appointment change?
  - Will hopefully be decided today
- Has there been any recommendations for paid parental leave?
  - Need to look back into this because do not have an update

### **Items for Informational Purposes**

### **Items for Group Discussion**

### **Adjournments**