

Unclassified Staff Advisory Council  
Meeting Minutes  
Thursday, January 12, 2017  
Atlantis Room (157 A/B Student Union)  
9:00-10:30 a.m.

**In attendance:**

Voting Members: Chris Bethel, Danielle Booth, Michael Griest, Jerry Hensley, Adam Horseman, Amanda Karper, Gina Keucher, and Amanda Watkins

Others: Drew Corbett, Misty Cox, Mark Hibner (via Skype), Jason Kohlhepp, and Carol Rader

**Call meeting to order 9:04 AM**

**Approval of minutes from December 8, 2016:** Approved and posted- <https://www.wright.edu/staff-councils/usac/meetings>

**Guest Speaker:** None

**New Business:**

Communication of USAC (Meetings & Minutes)

- Minutes must be approved in an open meeting before posting to the webpage.

New Members Update

- Adam Horseman and Gina Keucher are replacing Byron Duvall and Becky Traxler. Both of their terms are through 2019.

Public Records Request

- An official request for information on university bonuses from July 1, 2015-December 31, 2016 has been submitted and acknowledged. The following information was requested:

Employee Name
Position Title
Bonus(s) Amount(s) Paid
Payment date
Was Bonus Contractual (Y/N)
<ul style="list-style-type: none"><li>• If Non-contractual, please provide purpose</li></ul>
Budget for the bonus recipient's base salary
Budget from which the bonus originated

**Ongoing Business:**

Talk Back Luncheon

- Wednesday, January 25<sup>th</sup>, 11:00 am-12:30 pm in the Rathskeller (Student Union)

**Committee Updates: USAC Subcommittees**

- Bylaws and Charter
  - Approved by vote and posted to <https://www.wright.edu/staff-councils/usac/charter-and-bylaws>
- Communications and Marketing **INACTIVE**
- Community Service/We Serve U **DID NOT MEET**
- Compensation, Benefits, and Equity **DID NOT MEET**
- Nominations / Fundraising **DID NOT MEET**

**University Committees**

- Athletic Council **DID NOT MEET**

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- Dining Services **DID NOT MEET**
- Ohio Staff Council of Higher Education (OSCHE)
  - WSU representation did not attend the last meeting. The next meeting is scheduled for April 2017.
- Parking Services **INACTIVE**
- Staff Appreciation Day-February 11, 2017
- Staff Development Day-March 2, 2017
  - The kick-off meeting is Wednesday, January 18.
- Sustainability **INACTIVE**
- Total Compensation Committee
  - All remaining colleges/units were sent position profiles for completion and over 84% finished the process. Next steps involve Sibson visiting campus the week of January 30<sup>th</sup> to continue the validation process with Human Resources and to meet with the Total Compensation Advisory Committee.
- University Diversity Advisory Council (UDAC) **INACTIVE**
- Wellness and Recreation **INACTIVE**
- WSU Bookstore **DID NOT MEET**
- WSU Staff Council
  - Topics such as campus maintenance concerns around campus and classified staff position descriptions being altered were discussed. Official minutes are posted at <https://www.wright.edu/staff-councils/staff-council/meeting>

**Schedule Reminders:**

- WSU Staff Council – Tuesday, February 14, 1:30-3:30 p.m., 267 University Hall
- USAC Meeting – Thursday, February 9, 9:00 – 10:30 a.m., Atlantis Room (157 A/B SU)

**Adjourn meeting 10:15 AM**

Unclassified Staff Advisory Council (USAC): The purpose of the Unclassified Staff Advisory Council (USAC) is to represent its members to the university by: promoting their general welfare; advocating for unclassified staff through active participation in university governance structure; reviewing, initiating and making recommendation on relevant university policies and procedures; encouraging and facilitating communication among members; and encouraging professional development opportunities. One of the prime responsibilities of this council is to serve the educational community by creating and maintaining an environment conducive to the teaching, learning, research, and service functions of higher education. The recommendations of the council are submitted to the university president.