

CLASSIFIED STAFF ADVISORY COUNCIL

**Minutes**

Tuesday, October 17, 2017

182 Millett Hall

**Attending:** Carol Alexander, Ron Applegate, Diana Atkins, Connie Bajek, Dawn Banker, Lori Cope, Terry Day, Tom Fortener, Ryan Fullenkamp, Suzanne Semones, Becca Webb, Sharon Wik

**Absent:** Cathy Dalton (Career Fair), Greg Patterson, Carly Porter

- I. Approved August 15, 2017 minutes – motioned by D. Banker, 2<sup>nd</sup> by C. Bajek, passed.
- II. Approved September 19, 2017 minutes – motioned by B. Webb, 2<sup>nd</sup> by L. Cope, passed.
- III. Old Business
  - a. Staff Council Notes:
    - i. Shari Mickey-Boggs, Human Resources
      1. Unified Staff – Administration wants to go to one staff, hourly and salaried. Presented “Vacation Analysis & Draft Models For Discussion Purposes with Staff Council”, showing:
        - a. Model 1 (Current Policy and Benchmarks) – WSU, IUC Higher Ed Standard, and Private Industry, with accruals (carryover) and max accruals (amount that would be paid out at termination)
        - b. Model 2 (Unified Staff Industry) - with only hourly vacation defined, salary and executive salary as “varied”, with max accrual
        - c. Model 3 (Unified Staff Hybrid) – both classified and unclassified (though it should say hourly and salary) getting the same vacation pay, with carryover and max accrual
        - d. Model 4 (Unified Staff – PTD Time) – PTD stands for Paid Time Off, which is used for both vacation and sick time, and “sick time would be eliminated, as short term disability provides income protection” and would be paid by WSU.
        - e. Discussion – Staff Council was invited to come up with our own plan. No one wants Model 4, PTO Time, as short term disability covers only the employee, not a relative the employee might need to care for. Model 2 provides no information for salaried individuals, and divides them into two classes. Model 3 looks to be the best starting point for discussion/analysis. Carryover from year to year is crucial to hourly employees as we accrue our vacation per pay period.

2. Furlough – new policy to be written, with voluntary and involuntary furloughs
  3. Total Compensation Study – HR meeting with Sibson October 30<sup>th</sup>, then meetings with leadership and committee. Implementation will be part of Strategic Planning
- ii. Dr. Berberich
1. Bullying Policy – Received updated draft of policy. Inviting Lindsay Wight (policy writer, Office of Equity and Inclusion) to November 14<sup>th</sup> Staff Council meeting to discuss.
  2. Strategic Hire – Strategic Hire committee to re-convene, Emergency Hire committee to disband.
  3. Advisory Council Update – President Schrader is looking for people to spearhead Strategic Planning.
- b. Committee Reports
- i. Electronic Travel – S. Semones in training group on November 1<sup>st</sup>. L. Cope has been in training.
  - ii. Athletics – T. Day, soccer coach presented to council, discussion of beer sold at 50<sup>th</sup> Homecoming weekend, swimming and diving terminated after this season. Day observed that Athletics doesn't interact with the academic portion of campus.
  - iii. Diversity – B. Webb, three goals for the year – update statement, improve recruitment by increasing the diversity of hiring pools and students, and a goal TBD at next meeting.
  - iv. S. Semones attended the CIO's presentation at the Tech Fair October 4<sup>th</sup> – 2-factor identification by next fall for sign-on, new software center for Mac computers, Banner 9 admin available by end of 2017, Banner self-service estimated completion by end of 2018, Web Xtender updated by end of year.

#### IV. New Business

- a. Bullying Policy – discussed during Staff Council notes portion
- b. Unified Staff - discussed during Staff Council notes portion
- c. President's Committee Rep – R. Fullenkamp, C. Bajek, and one from an academic unit (choice of D. Banker, S. Semones, S. Wik)
- d. Empowered Employee – Modeling Winning Behavior training
  - i. D. Banker attending. First class – Essential HR Laws & Policies – E. Hamman
    1. 4 hours of work counting as a whole day for salaried employees DOES NOT exist.
    2. HR personnel don't know all the policies (need to look them up, too?)
    3. Sick leave, bereavement, jury duty – all HR policies on University Policy page, under 8000 - Human Resources
    4. Only 3 classified employees in this particular class
    5. 90% of the attendees were supervisors

e. Open Discussion

- i. B. Webb discussed how we might influence the administration to be more transparent. It was noted that employees still hear news about the university from the media before (or IF) we hear it from Wright State. Encouraged to submit any proposals, since ongoing attempts by previous and current CSAC and USAC members have had no discernible effect.

IV. Adjournment: Motioned by D. Banker, 2<sup>nd</sup> by T. Fortener. Approved.

Minutes submitted by: Suzanne Semones