

## Executive Committee & Admin Agenda

January 9, 2025

9:00-10:30

UH 267

Meeting link:

<https://wright.webex.com/meet/seth.gordon>

### I. New Business

1. Leadership Updates
  - No updates
  - Positive feedback from Dr. Edwards speaking at December 2024 meeting
2. Trainings tracking – no current database for trainings completed for employees
  - Looking to build on-demand asynchronous trainings for each step of the hiring process
3. Staff/Faculty Appreciation Event? Challenge with the game schedule, looking at alternative options for this year
4. Keeping an eye on any future implications based on political changes

### II. Old Business

1. People Admin – updates about plans and changes
  - By March, roll out after end of academic year/before summer
  - Will be optimizing the hiring process from posting through hiring
    - Adding position description module
    - Employee onboarding portal – centralized communication for offer letters; looking at how to bring student employment into this
    - Hoping to centralize what needs to be done as a new employee for new employee and for hiring manager
2. New Timesheet updates
  - Finalizing communications next week to roll out in February or March
3. New employee review process on hold

### III. Executive Committee

- o Speakers for Year:
  - Review Jan-May guest speakers
    1. January – Bill Shepard, Vice President for Advancement
    2. February – Jim Denniston, Acting University Provost
    3. March – Susan Schaurer, Vice President for Enrollment Management
      - 1. ask for in-person, requesting SU 019
    4. April – Dr. Sue Edwards, President

5. May – Greg Sample, Executive Vice President and Chief Operating Officer, and Javan Conley, Associate Vice President, Facility Operations
  - o Staff Symposium
    - Still needs to meet to plan, no date set yet
  - o Budget – planning to give budget to Summer Todd to be part in the process, requesting \$5000 range a budget ready to submit
    - Discuss at February Exec Meeting to prepare to submit
  - o Lake Staff Advisory Council – stipend for Chair needs to be reviewed
  - o Staff Senate Retreat – need to start planning; look at moving from March to just after elections
  - o Add Emily Yantis-Houser to staff senate agenda in open commentary

**IV. Schedule Reminders**

1. <del>Staff Senate EC Meeting</del>	Jan 2	9:00am
2. Staff Senate EC Meeting	Jan 9	9:00am
3. Staff Senate Meeting – Virtual	Jan 16	9:00am
4. Staff Senate Talkback (SU 010)	Jan 23	12p-1p
5. Staff Senate EC Meeting	Feb 6	9:00am
6. Staff Senate EC Meeting	Feb 13	9:00am
7. Staff Senate Meeting – Virtual	Feb 20	9:00am
8. Staff Senate Talkback (SU 010)	Feb 27	12p-1p
9. Staff Senate EC Meeting	Mar 6	9:00am
10. Staff Senate EC Meeting	Mar 13	9:00am
11. Staff Senate Meeting – Virtual	Mar 20	9:00am
12. Staff Senate Talkback (SU 010)	Mar 27	12p-1p