

Executive Committee & Admin Minutes

October 10, 2024

9:00-10:30

UH 267

Meeting link:

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

I. New Business

1. Leadership Updates

- Student Employment/Graduate Assistantship process changes – adding clarity to differences between types of positions
- School of Medicine Dean – visits happening later this month
- Time sheet leave report change has been delayed, no new timeline hoping before end of the year, trying to avoid during open enrollment time, start of semester, etc.
- University has asked, through leadership, that front desk protocols be changed and that stations be manned at all times – customer service facing “front desk” positions
 1. Leadership to look at student employment budgets to fill in gaps, structure it so it can be covered
 2. Use discretion for times when coverage is not possible
- President’s Award for Excellence – how to increase attendance at the awards event? HR seeking ideas to encourage participation
- Important dates:
 1. Mental Health Day – Oct 10
 - No wait in counseling and mental health services for students
 2. Raider Open House Oct 19
 3. Fraud training due Oct 15
- International students are ALL of our students – not always an international student office issue, is it an issue that can be dealt with at the department/office levels

II. Old Business

1. Health Insurance Spousal Change Communication Update

- What is the roll out plan/how are changes being communicated to people?
 - Finalizing details, will be out a week before, hopeful to get it out earlier
 - Open enrollment is Nov 1-14
 - Primary coverage for self-employed, not employed, etc.; Primary for coverage for special circumstances (deemed unaffordable,

form to be completed); Secondary coverage for others;
Dental/vision/life insurance not affected by these changes

2. People Admin – updates about plans and changes
 - Hoping to be launched by Spring semester
 - Adding onboarding models for employees
 - Should address what does an employee need to be prepared for their position, to be at Wright State – what HR will cover, what department will cover
3. Work From Home / Remote Work Policy updates – still in collection stage, asking about involving policy/welfare community
4. Defining a supervisor update – *table this conversation for now*
5. Office Changes and upcoming construction projects across campus
 - University Advancement, Development, Alumni Relations/Association, Retirees Association all together in SU, 3rd floor
 - Gas project in November
 - Other projects will be communicated with affected offices/buildings
 - Advance warnings to be able to plan for changes has been greatly appreciated

III. Executive Committee

1. Staff Senate EC – Committees
 - Reminder for chairs and goals for the year – be ready to report at staff senate meetings moving forward
 1. *Community Coalition - “bring a buddy” program for events*
 - Policy/Welfare - take on Staff Symposium for 2025 – 3rd week of January?
 - Treasurer(s) - reviewing staff senate budget
 - Fundraising – what should we be raising money for? For scholarship fund (for staff)? For staff senate activities/operating funds? Research if we can/how it would work for us – need clear criteria
 1. Idea – selling flowers at graduation? (The Flower Man)
 1. Has been done before; advancement can set up credit card payment option
 2. Mia contacting Summer Todd for more information
 1. We can have an account for programming or professional development and for scholarship; we can fundraise for employee hardship fund
 2. Tim Little – ask to speak about this as liaison
 3. Employee Hardship Fund? Money will run out at some point, currently approx. Under \$2000; Emily to be working with advancement and the committee to add funds
2. Faculty Senate Meeting coverage – Sarah Cicora for Nov 18, 2:30p-5p, Endeavor Room

3. Speakers for Year:
 - October - Dr. Subhashini Ganapathy, Dean of Graduate Programs & Honors Studies
 - November - Nova Lasky, Director, Organizational Planning & Project Management
 - December - Dr. Sue Edwards (virtual)
4. Fall and Spring in Person Staff Senate Meeting
 - Nov will be in person – still need location

From Suggestions:

Suggestion, Question, or Comment: If the university is truly interested in our mental health - here is an easy way to help. Please make sure all the bathrooms are properly stocked with paper products and cleaned regularly. We are sick and tired of having to direct students to alternate restroom facilities because ours aren't being maintained. Who wants to attend (or work at) a university that can't keep toilet paper stocked in the bathrooms?

IV. Schedule Reminders

1. Staff Senate EC Meeting	Oct 3	9:00am
2. Staff Senate EC Meeting	Oct 10	9:00am
3. Staff Senate Meeting – Virtual	Oct 17	9:00am
4. Staff Senate Talkback (SU 010)	Oct 24	12p-1p
5. Staff Senate EC Meeting	Nov 7	9:00am
6. Staff Senate EC Meeting	Nov 14	9:00am
7. Staff Senate Meeting – In-person	Nov 21	9:00am
8. Staff Senate EC Meeting	Dec 5	9:00am
9. Staff Senate EC Meeting	Dec 12	9:00am
10. Staff Senate Meeting – Virtual	Dec 19	9:00am