Executive Committee & Admin Agenda
August 8, 2024
9:00-10:30
VMC Conference Room – 131 Allyn Hall
Meeting link:
https://wright.webex.com/meet/seth.gordon

I.   **New Business**
1. Leadership Updates – no changes, updates, etc.; Emily on vacation
   ➢ Reddit post criticizing WSU executive staff; HR aware
2. People Admin – updates about plans - > move to Sept Exec. Meeting

II.   **Old Business**
1. *Reducing Silos / Enhancing Communication within Existing Structures -> move to Sept Exec. Meeting*
2. Staff Senate Budget
   - Mia and Jenn to research past expenditures to assist in building a budget we can request
   - Summer Todd is Business Manager
   - Wright Way Policy – food can only be included if event is for students or outside participants
     - Build budget to include food in costs, request the information to do that
     - If for staff morale purposes, there is a waiver – Ryan Black
     - Create foundation fund for Staff Senate? Speak with Amy Jones
3. Health Insurance Spousal change Communication Update
   - HR staff is ready with acknowledgements and information gathering
   - Encourage staff to reach out with all of their concerns as needed
   - Follow up with Emily after August Senate meeting
4. *Office Changes in University Hall and elsewhere on campus -> move to Sept. Exec. Meeting*

III.   **Executive Committee**
1. Ahead of Senate meeting – test email, explanation of last month
2. EC housekeeping –
   ➢ Using Teams, add a folder or document in "Position Descriptions and Information" folder for any information to be passed on about role
   ➢ To do: add Lake Chair-Elect to all Exec Committee communications: Jim Strang, jim.strang@wright.edu
3. Staff Senate EC – Retreat Findings and Directions for Committee
   ➢ Review goals and draft – Seth to do
4. Staff Senate EC – Committees
   ➢ Survey needs to be created/sent out – Seth to do

- ➢ Priorities for each
    1. Give chairs/committees areas and let them develop action items and goals based on them
5. Speakers for Year: Who for September? October?
    - ➢ August – First Weekend speakers set (Courtney and Eric)
    - ➢ Examples: Nova Lasky – New Project Management Office; Marc Dewitt, Bolinga Office; Amelia Salazar, VP of Student Success and Retention; Subhashini Ganapathy, Dean Graduate and Honors; Beth Hersman, Flight Program Updates; Joylynn Brown, Athletics; UCIE; CaTS
    - ➢ Susan Schauer; Amy Thompsons, Susan Edwards, Greg Sample/Javan Conley (May); Inclusive Excellence to discuss survey findings and new reps in colleges
    - ➢ **Make sure speakers are mic'd if during in person meeting**
6. Fall and Spring in Person Staff Senate Meeting
    - ➢ December staff senate meeting in person – find location SIL or 019
7. Staff Members at EC Meetings
    - ➢ Option to invite if pertinent to the discussion based on their Staff Senate position (committees, appointments, etc.)
8. Staff Senate initiative to congratulate employees upon graduation
    i. Currently working with IRE & Registrar's Office – we have report
    ii. Fran designing cards – cards created and are in the process of being sent out
    iii. Secretary to take on this responsibility moving forward
        1. Add to responsibilities, get list of earned degrees and send out for each term
        2. Send through campus mail, or send through mail trough dept/office

IV.   **Schedule Reminders**
1. Staff Senate Meeting – Virtual   August 15   9:00am
2. Staff Senate EC Meeting   Sept 5   9:00am
3. Staff Senate EC Meeting   Sept 12   9:00am
4. Staff Senate Meeting – Virtual   Sept 19   9:00am
5. Staff Senate Talkback returns   Sept 26   12p-1p
6. Staff Senate EC Meeting   Oct 3   9:00am
7. Staff Senate EC Meeting   Oct 10   9:00am
8. Staff Senate Meeting – Virtual   Oct 17   9:00am
9. Staff Senate Talkback   Oct 24   12p-1p
10. Dec Staff Senate Meeting in person   Dec 19   TBD

University Committees

Bookstore: Ann Greer

Chair holds this - Budget and Finance: Frank Wolz, Amanda Spencer

Buildings & Grounds: Michael VanHorn

Dining Services: Rene Jewett

Diversity, Equity, and Inclusion: Michelle VanHuss – check in about

Employee Hardship Fund: Michael VanHorn, Lisa Bleeke

Health Benefits Advisory: Ann Greer

Mental Health Taskforce: ~~Tami Smith~~

~~President's Council on Inclusive Excellence~~: Franchesca Alford – will be announced later

Information Technology: Amanda Spencer

OSCHE: Connie Bajek, Seth Gordon