

UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes

July 26, 2017

RPAC Meeting Room #3

8:30 – 10:30 a.m.

In Attendance:

Liz Gordon-Canlas, Tom Gessells, Tracy Pawlowski, Cindy Davis, Ginny Corso, Cesar Seguil, Marilyn Frueh, Sunny Zong, Jerri Dillard, Courtney Sanders, Morgan Buckner, Lisa Mayhew, Jodie Joerg-Andreoli, Chrissy Sprouse, Aaron Moore, Andrew Jordan, Stacey Copley, Christine Benadum, Kelli Kaiser, Kris Myers, Niki Prete, Melanie DiFeo, Twhila Holley, Megan Hasting, Megan Sayres

Chair:

- Office of Human Resources (OHR) Leadership Discussion Update
 - Meeting with Joanne McGoldrick, Associate Vice President, Total Rewards
 - Working to strengthen relationship with her office
 - Discussion of shared opportunities, vision of each unit
 - Monthly Meeting with Kim Shumate (AVP, HR Admin/Operations), Nichole Root (SFO HR), and Marjie Hamlett (Chief of Staff HR) in lieu of meeting with Susan Basso, who will not be arriving until the fall
- Engaging President Drake, FY 18
 - Tentative dates set for quarterly USAC executive meetings
 - Final report-out with Dr. Drake: Tuesday, March 27, 2018 (tentative)
 - Will be scheduled much earlier than in previous years in order to put action to our recommendations and work to see those through before the committee's work ends in June
 - Subcommittees should plan goals and objectives for the year with that date in mind
 - End-of-Year Breakfast (tentative) June 19, 2018

Chair Elect:

- Agenda planning: an excel sheet is available on Box, to assist with planning ahead for the year and to communicate who will serve as guest speakers
- Calendar updates for November & December meetings
 - Please note that these meetings may be rescheduled to accommodate holiday schedules
- Recap of meetings with OHR leadership (see above)
- Employee Emergency Fund updates

Communications:

- Social media content & goals
 - Website revamp to improve user friendliness
 - Headshots from retreat will be up soon
- Call for marketing items: if any subcommittee has items they'd like to add to the website, social media, please let Niki know when possible
- Communications Meeting: Updates on toolkit being developed to better engage with staff



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Treasurer/Recorder:

- Approval of prior meeting minutes: typically we will ask for a motion to approve and a second motion, but because the last meeting of the previous FY year did not have meeting minutes (informal potluck), we will skip this procedure
- Fiscal updates: Please see Megan for any questions regarding USAC fiscal matters
- USAC Information Cards:
 - The Office of Commencement and Special Events is requesting information from USAC members to include in their special events invitations that will be sent out this year (mainly, Dr. Drake's holiday party at his residence).
 - If you *were not at this USAC business meeting*, we need the following information by August 4th:
 - Full Name
 - Full Name of spouse/partner
 - Department/Unit
 - Home Address
 - Work Address
 - Home Telephone
 - TAS ID (if known)

Subcommittees:

- Governance:
 - External Committee Opportunity: Health Plan Oversight Committee
 - Staff Career Development Grants:
 - Joint USAC/OHR partner project; OHR oversees the funding model (including tax oversight), and USAC advocates for the process itself, publicizes the opportunity, and recommends funding increases as necessary to university leadership
 - USAC is responsible for rubric updates and modifications to scoring
 - Application window closes July 31st and applications will be on Box for USAC to review by August 9th
 - Looking for USAC grant reviewers: please email Megan Sayres if you plan to opt **out**, otherwise we assume you will be a reviewer
 - Two sets of USAC reviews per application (20-30 per reviewer);
 - Applications that USAC receives to review have already met the eligibility requirements, as confirmed by OHR
 - In-Depth Training on grant review process: USAC Mtg., 9/9
 - Example of SCDG rubric on Box (also available publicly)
 - USAC members are welcome to submit a grant themselves; Governance will insure USAC applicants do not review their own applications during this process. If you know the person who you are reviewing, please recuse yourself
 - Please follow confidentiality guidelines when reviewing materials. Do not share any information on applications outside of USAC
 - Future opportunities: Note any 'favorite' applications when reviewing. We will follow up with the applicant to see if they'd like to share a story about how the SCDG grant improved their professional development, which USAC can share with university leadership as a qualitative measure of impact
- Staff Compensation & Benefits (SCBS)
 - Meeting on Monday to finalize goals, next steps as a subcommittee



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- USAC email inbox: mostly concerns around athletic tickets, and parking
- Outreach & Engagement (O&E):
 - Ice Cream Social Review
 - Feedback: better signage around the Oval, signage to show people where photo booth was located; backdrop for photo booth
 - How to entertain the ice cream truck line (or reduce line altogether)
 - 700 cups of ice cream, 200 ice cream sandwiches distributed
 - What other vendors could we invite to offer various choices?
 - School Supply Drive: July 31 – August 11;
 - Opportunity to win football tickets as well
 - Cannot accept cash donations
 - Various drop-off locations across campus
 - August 14, 12 – 3 p.m.: O&E will sort supplies; please contact Kelli if you'd like to volunteer!
 - Football Ticket Giveaway (from Supply Drive, Student Life Celebration, and regional campus entries)
 - Marion Visit, 7/27/17
 - Staff Appreciation Fun Day: USAC will table there to distribute fortune cookies, postcards, candy, etc.
 - O&E is working with OHR to determine how we can participate/volunteer during the Staff Tailgate for staff ticket winners at French Fieldhouse
 - USAC Picnic Potluck: Save the Date!
 - Sunday, August 13 at Fred Beekman Park, 11:30 – 2:30 PM
- Diversity & Inclusion Taskforce
 - Moving forward with listening sessions; considering changing name to focus groups to better convey intended message
 - Key partner: Individual being hired as Diversity & Inclusion consultant under Molly Driscoll's team (Learning & Development, OHR); They are in the final stage of hiring; should start 3rd week of August

OHR Liaison, Tracey Pawlowski

- Feedback for Enterprise Project Website; please encourage staff to visit website
 - Brian Newcomb will speak at future USAC meeting regarding more information
- As we continue advocating for staff on external- and sub-committees, you are encouraged to review materials on the USAC Box to familiarize yourself with USAC's advocacy efforts in the past

Action Items:

- Please email [Megan Hasting](#) with information requested on page 2 for the Office of Commencement & Special Events by Aug. 4th if you didn't fill out a card at the meeting
- If you are not able to participate as a reviewer for the SCDG grant review process, please email [Megan Sayres](#) prior to August 9th

- 2 USAC Exec Mtg. 8:30-10:00
- 9 USAC Business Mtg. 8:30-10:30
- 23 USAC Business Mtg. 8:30-10:30
- 25 Board of Trustees Mtg.

August						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

