



# University Staff Advisory Council

## Agenda

Tuesday, November 12, 2024  
Weinstein International Commons

[Zoom Link](#)

In attendance: Carole Yeatts, Wendy Sheppard, Kirstin Stacia, Jess Oliver, Mary Wheaton, Amanda Boyd, Holly Blevins, Mina Zatelli, Julia Trachtenberg, Erin Lowery, Cort Schneider, John Shines, Kolby Ferguson, Andrea Vest, Lauren Withrow, Iria Jones, Jennifer Horton, Derek Miller, Jacqueline Carrell, Maribel Street, Mirinda McCants, Justin Woodson, Monica Booker, Miriam Blackmon, Matt Dewald, Ellie McGlamery, Amy Atticks, Ashley Buffey, Melody Wilson, Matt Perelli, Meghan Gill, Liza Carpenter, Stephanie Fillman, Shannon Jones, Ingrid Lasrado, Anthony Crenshaw, Latrina Lemon, Elizabeth Donaldson

1. Call to Order – 1:03 p.m.
2. Mirinda McCants made a motion to approve last month's meeting minutes, seconded by Miriam Blackmon.
3. Introduced Julie Farmer and Molly Field – Molly summarized Workday and the conditions around the change. More than 200 staff members are working on this cross-campus effort, a cloud-based ERP system (Enterprise Resource Planning), used by over 400 colleges and universities; Banner was started in 1992; and UR now needs more sophisticated systems to manage current workflows; only replacing the Employee & Financial information system, not the Student Information System. Workday has an app, more informative and easier to use; Molly handed it off to Julie at 1:14 p.m., Julie discussed the Project Goals, improve consistency and clarity; improve how we serve each other, better data, more effective reporting, close to going live on January 2, 2025. Will continue to work on Workday through 2025, 4 modules in WD to implement, it will be clunky, the beginning will be uncomfortable, policies and business processes have changed, the "on the go" mobile app will be helpful, and some security parameters for mobile app, there will be more useful information in real time; What is changing? 74 business processes were examined; Automated workflows, employee and manager self-service, time tracking entry and approval, purchasing; some terms may seem new and can be uncomfortable to use; streamlining purchasing and approval process, pay vendors on-time; check out the training page, over 50 FAQ's, pocket guides will be available, partnering with the Help Desk to ensure all have DUO. Structure of training – Foundation Essentials – strongly recommend all employees take the essentials course; additional foundation

course required for managers; Specialized courses for those with HR/Finance responsibilities; finance fundamentals will be open to all; What can staff do to prepare for the layers of change? Move through the change at your own pace; support your team through this change; support the university through change; get informed; spend time on the website, share information, pay attention to team members who may need more help; acknowledge and difficulties; how does the University win if we all move through the change, demonstrate support for the change; model mindset shift. This will make UR more attractive to potential employees. What can you do to support the change? Pre-Go-Live Checklist was distributed. Open for questions – last day for new photos is Nov. 14<sup>th</sup>.

4. Reports from Committees and Liaisons - Thank you to Justin Woodson for organizing the Benefits Fair table and volunteers. Thank you to those who volunteered.
  - First Spider Bites breakfast is coming up. The invite was sent to all staff via email. The invite was limited to non-USAC representatives. Ashley has taken a new job, so there will be an open representative position for Food Services. The Elections Committee will need to arrange a new election to replace Ashley's seat.
  - Next meeting will be in THC 310 – Kris Henderson will speak about compliance and a Spider Management representative will also present.
  - P&P Committee – Miriam Blackmon said that they have met, but the topics cannot be shared until they are cleared by the BOT. Bi-weekly paycheck benefits will be taken out on a 24-paycheck cycle, but there are 26 pay periods; that will change, the benefits costs will be spread over 26 pay instead of 24 as of January 1, 2025.
  - Benefits Committee - Jess Oliver - If both parents are eligible University employees, they will each receive the maximum paid parental leave for a staff and/or faculty member. They do not have to share the time. An update to sick and vacation policy that will be coming via HR communication; addressing the childcare issue that some staff are having
  - Faculty Senate – Cort Schneider – At the Faculty Senate meeting there was an admissions presentation about affirmative action policy and the funnel has changed; very interesting – Melissa Falk and someone else from Admissions, Cort presented about Disability Services, next meeting is Friday, Nov. 15<sup>th</sup>.
  - The Faculty Senate lunch was very nice – Mirinda McCants enjoyed the small setting for communication; there were not very many faculty in attendance, Cort suggested that it was because there are a lot of meetings on Fridays, Mina Zatelli confirmed that there are a lot of meetings for the Business School on Fridays as well.

- PIT – John Shines – Met last week; discussion about stages of promotion and asking about training, compensating staff for training for advancement, and questions about offering classes for staff who need more training to advance.
- FIT – met last week; hand-holding for open enrollment, short-staffed right now; safety issue about the lighting around DH; it is now very dark – no answer yet-

Correction:

1. **Replaced Lighting:** A bulb in the parking lot that was out has been replaced.
  2. **New Lighting Installed:** Three additional wall pack lights have been installed at the back of HDC.
  3. **Further Assessment Planned:** We'll also evaluate if adding another light on the corner of Gray Court would be helpful.
- Communications – Mary Wheaton – took a little time off from posting; rolling out the Representative highlights; visibility is good, people are reaching out about seeing them. Thank you for posting the Web Submission flyers around campus. Rolling out the messaging as best we can. We are doing more than in previous years to put USAC out there. Mary asked that you share things with her to post.
  - Elections committee met via zoom - Holly Blevins – need the numbers of staff for each division; we have that from HR; Carole will share it with the committee; they will have a new election to manage for Ashley's position
  - Volunteer and Events Committee – Justin Woodson thanked everyone who volunteered
  - Treasury Report – Current balance is \$5,337.12. USAC is covering the cost of breakfast for the eight staff who are attending the Spider Bites.
  - 5. Web Submissions – to be discussed next month because we have not had an executive committee meeting with University Execs this month due to schedule conflicts.
  - 6. Any open comments or concerns:
    - Mary Wheaton brought up a non-USAC question that was brought up at the Benefits Fair which was really a Facilities issue.
    - Mirinda McCants asked if USAC has partnered with HR for onboarding to introduce new hires to USAC; Spider Bites, and other functions. USAC used to attend the Monday, new-hire training sessions to introduce USAC. As a compromise, HR sends

the list of new hires to the Secretary to send a welcome gift/message each month.  
New staff in HR might be more open to having USAC speak to new hires.

2:10 Closed Session/Committee Meetings

Announcements:

Spider Bites breakfast on Friday, November 15 at 7:30-8:30 am at Heilman Dining Center, south meeting room

Next USAC meeting on Tuesday, December 10 at 1:00-3:00 pm in Tyler Haynes Commons, Room 310



# University Staff Advisory Council

## Goals 2024-25

- 1) Strengthen and foster a cohesive and inclusive staff community on campus
  - a) Establish a USAC events committee to promote a sense of community across campus staff. Launch new initiatives to bring together staff from across departments, including informal breakfast/lunch gatherings and organized campus tour for staff led by staff.
  - b) Offer hybrid USAC meetings for general staff but encourage USAC members to attend in person.
  
- 2) Enhance visibility of USAC to be seen as a conduit of information, voice for all staff, and leader in community efforts
  - a) Increase accessibility of web submission feature on USAC website and increase awareness to staff of available web sub option to ask questions and raise concerns.
  - b) Strengthen visibility and role of USAC for staff advocacy, retention, transparency, compensation, and appreciation.
  - c) Raise profile of USAC board and committee members collectively and individually so all staff feel heard and represented. Invite all staff to join USAC committees.
  - d) Continue connections with Faculty Senate and find more ways for faculty and staff to interact.
  
- 3) Solidify processes and institutional knowledge within USAC
  - a) Define committee structure within USAC and create goals and expectations.
  - b) Review current USAC Board structure and compare with current campus employment to ensure fair and accurate representation.
  - c) Pull together procedures guides for future board members.
  - d) Connect with past USAC board members and invite their input and participation in USAC activities and initiatives.
  
- 4) Continue USAC awareness through existing systems and processes
  - a) Continue USAC role in the onboarding process by sending USAC profile and swag to new staff members.
  - b) Continue regular and timely communication with staff via all-campus communications and presence at major campus events. Continue to make sure information is shared with staff in a variety of modes including printed flyers and signage for those who do not regularly access email.
  - c) Continue to invite University representatives to present at monthly meetings and quarterly breakfast including senior management, compliance, campus safety, HR, DEIB, and student development.