UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
December 12, 2017 – 1-3 p.m. – Heilman Dining Center, Richmond Room

Members Present: Lisa Bayard, Wendy Burchard, Jason Cope, Mika Elovaara, Dustin Engels, Amy Gallagher, Beth Ann Howard, Austin Leach, Pam Lee, Paul Lozo, Emily Martin, Julie Neville, Meg Pevarski, Rick Richardson, Brittany Schaal, Tara Stewart, Cassandra Taylor-Anderson, Joseph Woodford

Non-Voting Attendees: Matt Barany, Carl Sorensen, Barry Lawson

Members Absent: Stephanie Bernthal, Shannon Best, Heather Sadowski

Non-Voting Absent: Lynn Robertson

Brittany Schaal, Chair, called the Council meeting to order at 1:04 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members went around and answered the question: “What is your favorite holiday tradition?”

Human Resource Initiatives – Career Framework and Performance Management, Carl Sorenson, Sr. Associate Vice President, Human Resources, Laura Dietrick, Director, Benefits & Compensation, Bernadette Costello, Director, Talent & Organizational Effectiveness:

The team from Human Resources presented their two newest initiatives. Called for recommendations to serve on a steering committee that will begin in 2018. Feel free to nominate or self-nominate to start participation early next year. FAQs and updates are coming to the HR website.

Career framework: Role definitions and job criteria will be clarified for role differentiations. Criteria have been subjective, tasks get added but in attempt to demonstrate value but role has not grown and description has not changed. Addresses concern that employees do not know what is needed to advance his or her career. HR is working with Mercer as a consulting company in this area.

Laura addressed what a career framework is. We are at initial stages of development so terminologies and process are for example only. We will define the streams of roles of an organization (ex. leaders, managers, contributors, organizational support). Levels within each streams are then defined and may overlap. Job families will then be defined. Families work in similar functions but not in the same department. This will allow an employee to know where they sit relation to others in the university structure. Job descriptions and titles may be reviewed. A question was asked about timeline. The framework aspect of the process is anticipated to be completed by July 1, 2018. A question was asked if each description would be reviewed. It is likely.
Performance management – Bernadette discussed that the effort is being placed on defining what we as an organization want out of a performance review process and how it can be made sustainable. Employees do not feel like the process accurately measures job performance. Focus groups will begin in 2018 and give ideas and input on what would make a quality process. Develop system and process will then be developed. Coaching and learning opportunities will occur throughout the process as changes occur. Question was asked if we would still use TalentWeb. That is to be determined through the process. Question was asked if this would stem to how merit increases are established. That will likely come under review as the process changes. Question was asked if training on the new process would be required. It will be required.

P&P Nomination Process, Austin Leach, Elections Committee member:
Austin reviewed the USAC protocol for filling the two current staff positions on the Planning and Priorities Committee. Austin presented a proposal of revision for the three seats from the Elections Committee as follows:

1. USAC elects three members of the Planning and Priorities Committee for three-year terms.
2. The spring before a term is set to expire, the Council shall open nominations to staff.
3. Staff who wish to accept his/her nomination will be provided three questions (still to be developed/finalized) to submit written answers to the elections committee.
4. USAC elections committee will invite anyone from the USAC committee to participate in reviewing written submissions, with all identifying information removed, so reviews will be based on answers only, not the nominees.
5. From the nominee review, the top three to five candidates will be invited to a separate USAC meeting (date TBD) to present why they should serve on the Planning and Priorities Committee.
6. USAC members will hold a vote on the candidates (date TBD).
7. Said elections will be determined by simple majority. The prevailing candidate must win by more than half of the electors (50 percent plus one). In the event, that the election does not result in any candidate earning more than half of all votes, a run-off ballot will be issued for the top candidates remaining until a simple majority winner is identified.

Discussion occurred as to whether the intent is for USAC to revise the entire process or suggest an alternate election method for a third seat. Discussion occurred regarding how faculty seats are selected. Discussion occurred regarding receiving more information about addition of a third staff member. Austin moved to table the discussion until clarification was obtained. The motion was seconded. The motion passed with unanimous verbal vote.

Budget Update, Amy Gallagher: We have recent charges to the budget for this event and for the fall event with President Crutcher and cabinet. Updated budget will be presented once these charges are finalized.

Committee and Liaison Updates:
- Communications, Meg Pevarski: Finalizing a post card to be sent out in the beginning of 2018 to all staff. Information regarding interest groups will be included.
- Elections, Pam Lee: Working on P&P. President’s Advisory Council spots in January, then USAC nominations in February.
- Volunteer & Engagement, Tara Stewart: No report
- Faculty Liaison, Shannon Best: Brittany gave update of continuing conversations with Faculty Senate. Goal is to host a joint event in the spring. Barry is here as our faculty representative.
- PIT, Rick Richardson: No report
- FIT, Joseph Woodford & Lisa Bayard: FIT meeting a Lou’s was held. Attendees discussed communication. Conversations around three initiatives of interest to dining staff were occurred including supporting students over Thanksgiving break, cultural affinity groups, and an event for dining staff with special guests.
- HR, Carl Sorensen: No Report

**Web Submissions, Paul Lozo:**

Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

**Question** – Benefits for opposite-sex domestic partners UPDATE: An updated response from a submission received in November 2016 is included with the online web submissions.

**Suggestion** – TalentWeb search features and internal vs. external postings

**Question** – Employee signatures and what information is appropriate to be included

**Suggestion** – Staff Learning Communities

**Suggestion** – Flagpole in Gumenick Quadrangle

**Announcements:**

Reminder about USAC fall event on Friday, December 15 from 2-4 p.m. in Alice Haynes Room. Staff are welcome to join for whatever amount of time schedule allows.

Beth Ann announced that Collegian has been doing staff profiles as a way to see recognition of colleagues. SPCS is opening a class in the spring Hip Hop Voice of America. The class will meet every other Monday, able to audit or take for noncredit. There will be an event on February 19th for Black History Month. SPCS looking to broaden initiatives to be more inclusive.

Brittany announced that Monday, February 5th Kristina Anderson to share her story as a survivor of the Virginia Tech Shooting. On Tuesday she will be available to have more intimate conversations with people to give an opportunity to have a discussions from her perspective as a survivor.

**Closed Session:**

The council entered closed session at 2:36 p.m. No actions or votes were taken.

Meg Pevarski moved to adjourn the meeting. The motion was seconded.

Brittany Schaal adjourned the meeting at 3:02 p.m.

Respectfully submitted, Amy Gallagher, Secretary/Treasurer