

Professional Staff Advisory Committee Meeting Minutes

Friday, December 8th, 2023

In Person-LH 214

Jeanette Berger, Kim Beyer, Lisa Craig, Scott Campbell, Helen Dauka, Nathan Meeker, Kim Proctor, Mary Rossett, Tiffany Schmidt, Marc Smith, Abbey Shiban, Caroline Tuesday, Eric Veigel, Sonya Wagner,

Absent: Anna Ball, Melissa Olson, Matt Williams

- I. Call to Order
 - a. Abbey Shiban, chair opened the meeting at 3:30 pm
- II. Special Guest: Sarah Kelly HR
 - Employee workforce development
 - Quarterly Check in 1- employee engagement?
 - Feedback from reviews-data mining.. such as what people are looking for, what kind of training can HR provide?
 - Optimizing our benefits, same vendor since 2017, go to market, look at what's out there
 - Hired retirement plan coordinator, financial health/well-being portion of employee benefits,
 - employee programing/educational seminars,
 - Compensation study, still going on, slowed down, no funding at the moment, but continuing study so they can make recommendations to President for 24-25
 - Want to strengthen learning/development, implement module workday learning- LMS for employees?
 - Employee training/ currently in Brightspace, hoping to be available for some stuff in spring...
 - Example... Open enrollment 200 people did before email sent by HR, because they got notification in Workday...
 - Strategic workforce planning- assessing pipeline of employee skills/available/demand/who is retiring/leaving... working on succession planning/ what employees can move forward,
 - Administrative excellence
 - What can they do to make our lives easier?
 - Working to create, Workday guide/everything you need to do in workday re: HR
 - Reviewing job aids,
 - UCM- encourage administrative areas to only use websites for external audience. items meant for internal only should be intranet-my Akron...

- Workday Help- module in workday- case management/article management system-cataloging policies/university rules/ hoping to launch in spring 24..
 - Looking at onboarding process, how to improve orientation process, possibly bring back in person options for new staff,
 - HR back to being full staffed, got Workday beginning, feel as though they can get back to
 - Reminder to do complete compliance training!
 - Q/A
 - Veigel- agrees onboarding very important,
 - Beyer- FWA not being available for academic advising, because they are “student facing” difficult for turnover, unfair while other student facing
 - This is a department local decision, understands its not fair, not only operation on campus that don’t allow work from home, recommends- to document issues, and SK would be willing to take it forward, the issue was mentioned in a resignation letter, or flex week- like 4 10 hour days?
 - Meeker- Questions about expectations with performance, manager does what, employee does what?
 - Yes, more training on intranet
<https://uazips.sharepoint.com/sites/HumanResources/SitePages/Employee-&-Labor-Relations.aspx>
 - Meeker-suggested possible template for helping supervisor?
 - Campbell- Grievance Committee ?
 - Infrastructure in place to help manage the issues that may have gone through this before? Very rare, may not be necessary? Hr has due process protections in place/title ix in place
 - ▪ What would even fall under?
- III. Approval of Agenda
- a. (Motion) (second)
- IV. Approval of November Minutes
- a. (Motion) (second)
- V. Chair Updates
- VI. Vice Chair Updates
- a. No Update
- VII. Financial Report
- a. No update. Expected to spend around 200 for social committee event 12/11
- VIII. UC Committee Updates
- a. Budget & Finance (Abbey Shiban)
- i. Met, Grundy shared budget report that was being presented to BOT, percentage of money spent since start of the fiscal year, looking for Spring 2024 enrollment, parking approved, quaker moving slow, other properties up for sale,

- b. Information Technology (Matt Williams)
- c. Institutional Advancement (Mary Rossett)
 - i. met 12/8, discussed roles of office development, create guides on how to seek donors/how they keep donors/ tax benefits.
- d. Physical Environment (Jake Kos)
- e. Recreation & Wellness (Anna Ball)
- f. Student Engagement & Success (Eric Veigel)
 - i. met last week, received topic submission tele health/mental health services, what's available, internal/external for mental health services available
- g. Talent Development & Human Resources (Jeanette Berger)
 - i. Meeting 12/11/23
- h. University Council (Nate Meeker & Sonya Wagner)
- IX. Other Updates
 - a. PD Committee – Melissa Olson
 - i. Working to have a schedule for monthly sessions in 2024
 - b. Social Committee – Carrie Tuesday
 - c. 12/11/23 in Krouse Hall- Assorted pastries/coffee/tea- bring donation for Zip Assist
- X. New Business
- XI. Comments & Announcement
 - a. Next Meeting 1/22/24 with President Miller
 - b. Schmidt, commented, that she liked the email winter updates, helpful email, encouraged us to do it every semester,
 - c. Next meeting-take a vote-Grievance Committee
 - d. Continued conversation about FWA
- XII. Adjournment
 - a. Abbey Shiban Chair adjourned the meeting at 4:30 pm
 - b. (Motion) Meeker (Second) Campbell