

Wilkes University

University Staff Advisory Committee Meeting

Thursday, December 7, 2023, 9 a.m.

Weckesser Board Room and via [Zoom](#)

Present: Jen McLaughlin, Kayci Brady, Janet Cussatt, Lori Drozdis, Michele Garrison, Joseph Housenick, Julia Jacien, Kathy Lewis, Corey Moore, Anthony Naro, Mandy Pennington, Teri Shovlin, Kelly Siegfried

Absent: Cathy Lee Arcuino, Lee Plank

I. Call to order and attendance

A. Meeting began at 9:01am.

II. Discussion items:

A. Updates — President Greg Cant

1. Parental policy approved
2. This is for staff; faculty are working on their own process
3. Will roll out in January

B. Budget forums

1. Open to all for transparency
2. Currently collecting data for assumptions that drive our decisions
3. Making sure to live within our means
4. Look for what we need and what is discretionary for our expected revenue, which isn't realized until next year—estimating with good judgment
5. Estimates of how many students join us- estimate undergraduate first year, transfer, and international students (as well as graduates)
6. Goal is to not start with a gap (or a very modest gap that we can close). That is a win if we can do that
7. If we get to the point where we have a surplus, we invest in something that builds our growth smartly

C. Lots of activities coming up

1. Winterfest
2. TGIFriday's will be starting again next January throughout semester - purely social and fun for networking
3. Convocation this spring on Jan 18th

D. Shuttles are being rewrapped to match our Martz busses

E. Company that evaluates college debt and scores it released report

1. Big, endowed elite institutions are always fairly safe
2. Big, state institutions are also doing well
3. Smaller state schools are struggling
4. We're a medium sized individual institution, we don't necessarily match those around us (we aim to set ourselves apart)
 - a) Want to make sure we set ourselves up for success and not failure - persistence and dedication will get us there

F. Revised Mission and Values

1. A lot of people worked hard
2. Trustees wanted to discuss with committee and have more feedback/input in the process—two met with them on Zoom
3. Mission remained as it was and was endorsed
4. Some language was changed slightly to update for current language
 - a) Mentoring was slightly adjusted (reworded whole person to individual)
 - b) Diversity, Equity and Inclusion value (celebrating rather than embracing)
5. Sending to the trustees for endorsement soon
6. Will then work on Vision with existing committee next semester

G. Human Resources updates and discussion — Joe Housenick

1. Work life balance updates
 - a) Shared governance
 - (1) Collaboration in providing the Parental leave policy was amazing and well done
 - b) Holidays added
 - (1) Juneteenth
 - (2) Extended vacation time to carry over till 12/31
 - c) Summer hours
 - (1) Came up with a flexible, new option
 - d) Budget is looking better due to hard work and being together as a community
 - (1) So much to celebrate as we continue to work together
 - (2) Celebrate both the employees who have been here a while and new ones!
2. Why is strategic planning and Mission/Values important
 - a) We are tangibly seeing growth in these areas already
 - b) New candidates for Associate Provost here next week
 - c) It's who we aspire to be, and it has to be on the top of our minds with all choices we make - intentional choices
3. Open enrollment recap

- a) Benefits have remained steady and strong
 - b) Early in January you get a benefit summary statement
 - (1) Review and contact with changes in a timely manner
- 4. TimeTrak update happening
 - a) Down currently, will be back by 2pm
- 5. Colonel's Distinguished Achievement Awards
 - a) Meeting today and should have a list of winners
 - b) Not sure how it will be announced, coming up though
 - c) Great process and looking forward to celebrating them
- 6. Parental leave policy update + next steps
 - a) Approved
 - b) Rolling out in January
- 7. Good feedback from community regarding open enrollment and wellness roadmap - overall satisfaction received

H. Joint FAC/USAC Meeting

- 1. Each semester, we'll meet as a group to talk about shared goals
 - a) Twice a year to talk about shared goals
 - b) How to support one another and increase effectiveness
- 2. First meeting: Tuesday, January 23 at 11:00 a.m. (BREIS 106)
 - a) Del and Mandy will discuss agendas and coordinate
 - b) Looking forward to establishing shared goals!

I. PAC Meeting Updates

- 1. Group is going to expand for more representation
- 2. New announcements coming soon
 - a) Health Promotion Management major being offered, and masters in clinical counseling as well
- 3. Colonels are Covered update
 - a) Open discussion on how it went and how to improve
 - b) Might be looking for staff volunteers for next semester's distribution
 - c) 90% of students picked up their books
 - d) This program sets us apart from other local colleges

J. Colonels Caring for Colonels

- 1. Catie Becker asked for USAC representation of committee
- 2. Provides financial support to students in need around holidays
- 3. Begins meeting soon
 - a) Terri volunteered
 - b) Thank you Terri!

K. USNACK - Holiday Event?

1. Welcome back event for the new year
2. January event (cookies and cocoa or whatever group wants)
3. Week after convocation

L. Upcoming campus events:

1. Framing Moments: Photography from the Kalamazoo Institute of the Arts (Nov. 7 - Feb. 4)
2. Jazz Ensemble Concert (Dec. 7)
3. Winterfest (Dec. 8)
 - a) Year 3 of Winterfest
 - b) For community and families
 - c) There will be reindeer!
 - d) Princesses!
 - e) Be sure to join us!
 - f) Parking is fine on campus for families
4. Choral Concert (Dec. 10)
5. Admissions Campus Open House (Dec. 15)
 - a) Thank you to all faculty and staff
6. Winter Break (Sat., Dec. 23 - Mon., Jan 1).
7. Spring Convocation (Jan. 18)
 - a) One hour
 - b) Other leaders on stage updating people
 - c) Lots of changes to talk about
 - d) 11AM

M. Campus Subcommittee updates:

1. Employee Recognition: Michele Garrison
 - a) Looking for nominations
2. Mentor Program: Julia Jacien
 - a) Met with HR
 - b) Updating the program to fit better with staff orientation
 - c) Will go over new proposal with current mentors
3. Treasury update: Julia Jacien
 - a) \$1916.68
 - b) \$971 is for Taste of Wilkes
4. USAC Newsletter: Mandy Pennington
 - a) In progress, going out before break
 - b) Remind people about community service leave
 - (1) Highlight someone who has done it?

5. United Way Campaign: Jeanne Rabel
 - a) Final reminder went out to those who haven't pledged yet
 - b) Still time to commit!!
 - c) \$8500 raised so far, not including Taste of Wilkes
6. Taste of Wilkes: TBD - Recap Event
 - a) Went well!
 - b) Heard all great things!!
7. Staff Community Service: TBD
 - a) Reminder in USAC newsletter
8. Wellness Committee: Lori Drozdis
 - a) Developing wellness programs through funding from Cartwright
 - b) Mental health, nutrition, etc
 - c) Looking into a new platform through BSI for wellness incentives
9. Advancement Committee: Julia Jacien
 - a) none
10. Human Resources: Julia Jacien
 - a) none
11. Budget Committee: Michele Garrison
 - a) See above
 - b) Please consider attending an open forum!
 - c) USAC is willing to help ask questions
12. Employee Discount: Corey Moore
 - a) none
13. Finance Committee: Tony Naro
 - a) Meeting again first quarter next year
 - b) Awaiting budget reports

N. Open forum

1. Thank you to everyone for an amazing semester!
2. Accomplished so much, be very proud of that!
3. Excited for continued collaborations and initiatives next year!

O. CONCLUSION

Meeting adjourned at 10:14am.

NEXT MEETING: Thursday, January 4, 2024 at 9 a.m., Weckesser Board Room and via [Zoom](#).