

Wilkes University

University Staff Advisory Committee Meeting

Thursday, May 2, 2024, 9 a.m.

Weckesser Hall or [Zoom](#)

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

Absent: Joseph Housenick

- I. Call to order and attendance
 - A. Meeting began at 9:01 am

- II. Discussion items:

- A. Human Resources updates and discussion — Kelly Beishline
 - 1. Everyone should have received access perks employee discount email
 - a) Subject says “Action Required to start saving”
 - b) Tried through Aug 31st then might renew
 - 2. Service awards
 - a) Ordered more for those who celebrated anniversaries during covid times
 - b) Reached out to those employees
 - c) Will continue to have dinners
 - 3. Parental policy for faculty
 - a) Some differences from staff policy but there is a new policy that will be put in place for 9 month faculty
 - b) 12 month faculty are getting one too
 - 4. Staff evaluation performance will be going out soon
 - a) Lynn Marie will be sending emails out
 - 5. TGIF at HR office
 - a) June 14th BBQ
 - b) Will have gifts and swag
- B. Campus Listening Tour Progress
 - 1. Any roadblocks or issues?
 - a) Timing can be hard to arrange

- b) Might have to push back the expectation of having it done this year
- c) People seem appreciative of having their voices heard
- d) Free flowing information and good conversations
- e) If you have had your meetings, make sure to put your notes in the Google form
- f) Better to have faculty and staff separate as needs are different
- g) Thank you for doing this!

C. Current member cycles and letters of interest for new USAC members

- 1. Open Seats
 - a) Thank you Lori, Tony, and Kathy! They will be departing due to cycling out. We appreciate your work and service
 - b) We have three open seats now
- 2. Letters of Interest
 - a) We have three letters of interest
 - (1) Any feedback? Questions?
 - (2) Motion to approve
 - (3) Seconded by Teri

D. USNACK Summer Ideas

- 1. Any summer ideas for USNACK?
 - a) Something outside for sure
 - b) Campus tour for new employees
 - c) Service activity? Reach out to Catie Becker.
 - d) Student Development (what they do for students)

E. Upcoming campus events:

- 1. TREC Awards - May 2
 - a) today!
- 2. TGIF with Advancement - May 10
- 3. Block Party at 116 S. Main Street - May 11
 - a) Great for families!
- 4. Ubuhle Women: Beadwork and the Art of Independence (Mar. 1 - May 24). Second Saturday Family Day - May 11
 - a) Hit the block party and the event!
- 5. Commencement - May 18
- 6. Founders Gala - May 30
 - a) Discounted rate for employees who donate
- 7. Board of Trustees Meeting - May 31
 - a) Mandy will be out of town
 - b) Michele will attend in her place
- 8. TGIF with HR/Payroll - June 14
 - a) BBQ with fun swag!

F. Campus Subcommittee updates:

1. Employee Recognition: Michele Garrison
 - a) Mary Simmons won first quarter
 - b) Will reach out to her and present it next week
2. Mentor Program: Julia Jacien
 - a) Upcoming Mentor Event in May
 - (1) Appreciation lunch coming up May 22nd
 - (2) Good turnout
 - (3) Informal best practices convo
 - (4) Might be a gift! ;)
 - (5) Always looking for new members!
3. Treasury update: Julia Jacien
 - a) \$861.20
4. USAC Newsletter: Mandy Pennington
 - a) Still working on it
5. Strategic & Long Range Planning: Jennifer McLaughlin
 - a) Meeting next week
 - b) Presenting to the board at the end of the month
 - c) Jeanne and Tom are presenting it today to faculty
6. United Way/Taste of Wilkes: Jeanne Rabel
 - a) Thank you to all who participated in the drive!
7. Staff Community Service: A.R.K Project Reminder (return your boats! + [United Way Day of Caring](#) (May 23))
 - a) Due date is today for the boats! Today is the last chance!
 - b) Drop offs are today in the SUB
 - c) United Way Day of Caring is May 23rd for those who signed up
8. Wellness Committee: Lori Drozd
 - a) Janet is continuing her walking group through the summer (11:45 today) but usually every Thursday at noon! All are welcome, and they meet at the flagpole.
 - b) ConnectCare3 platform is being used for the wellness incentive for next open enrollment, consider attending Amy Patton's mindfulness session later this month
 - c) Good turnout at the stress management workshop a couple weeks ago - 32 people attended,
 - d) We added 5 new members
 - (1) Allison Seeley
 - (2) Amy Terkowski
 - (3) Annet Kaminski
 - (4) Crystal Ondrick
 - (5) Kim Keller
9. Advancement Committee: Julia Jacien
 - a) Working on meeting late next week
10. Human Resources: Julia Jacien
 - a) Working on meeting late next week
11. Budget Committee: Michele Garrison

- a) No updates - no meetings
- 12. Employee Discount: Corey Moore
 - a) Program has rolled out
 - b) Sign up! We should know how many signed up soon.
- 13. Finance Committee: Tony Naro
 - a) No meeting, no updates.

G. Open forum

- 1. New staff orientation date?
 - a) It's May 14th.

H. CONCLUSION

- 1. Meeting ended at 9:24 am.

NEXT MEETING: Thursday, June 6, 2024 at 9 a.m., Weckesser Board Room and via [Zoom](#).