

STAFF SENATE MEETING MINUTES
November 21, 2024
9:00 a.m. - 10:30 a.m.
In-Person (Online Optional)
Student Union 019 (Culture & Identity Center)

<https://wright.webex.com/wright/j.php?MTID=med356889ca8becdfd2368f7b250e0841>

I. Call Meeting to Order

II. Guest Speaker –

- Nova Lasky, Director, Organizational Planning & Project Management, nova.lasky@wright.edu
 - Nova has been at Wright state for 18+ years
 - Project Management Office – portfolio management, resource management, process standardization, project oversight/support
 - New for Wright State so still developing what they will do
 - 80% and more organizations have these offices
 - Why does Wright State need a PMO?
 - Prioritize, manage resources across the campus – what are the costs/risks/long-term maintenance/etc.?
 - Is it a good project for Wright State? Does it solve an issue we have? Does it align with strategic plan/goals/etc.?
 - Is it good to do right now? What to do in the future?
 - Helps us get better data collection for continuous improvement. Did it solve the issue?
 - <https://wright.edu/project-management-office> to initiate requests; what types of projects need this process, what is the process
 - Complete *Project Evaluation Request Intake Form* before vendor discussions, etc.
 - Approvals are at the executive level
 - After approval, further information gathering, determinations, etc.
 - Current requirements:
 - Have an identifiable start date and completion (completion may mark period at which implementation is final and the project is set up as an ongoing process/activity), AND meet one or more of the following criteria,
 - Are estimated to require greater than 80 hours of combined work to complete, OR
 - Require support from multiple departments for implementation, maintenance, and/or use, OR
 - Introduce a new software system or integration to the university portfolio, OR

- Have data governance implications, introducing new data or modifying existing data, eliminating systems that currently manage university data, or sharing data with external entities, OR
- Have high-visibility and/or high-impact to more than one academic or administrative units
- The following project types are excluded:
 - Facilities projects
 - IT infrastructure projects
 - Marketing projects that do not meet criteria (d) or (e) above
 - Individual licensing for productivity tools
 - Development of university policy as defined in the policy on policies
- Recent projects include Slate implementation, new HR software
 - May start in one office but ultimately projects extend into multiple offices/departments
- Hiring Project Manager, January 2025

III. Old Business

1. Minutes – Approval of September minutes - APPROVED
2. Minutes – Approval of October minutes - APPROVED

IV. New Business

1. Chair's Report
 - Open Enrollment period ended 11/14/24
 - Wright State awarded Dayton Business Journal's Customer Service Business of the Year
 - Article on women in leadership coming out soon
 - Stars, Stripes, Flight Classic Air Force vs WSU game, Nov 30, 7p (discount expired 11/15); discounted tix, reach out to Seth Gordon or Daniel Palmer
 - Fair Labor Standards Act (FLSA) threshold changes
 - HR is aware and following updates on this
 - \$58,000 struck down last week
 - HR will communicate more information to those affected
 - Direct questions to your HR Business Partner
 - Student Employment
 - Processes being reviewed at this time
 - Contact Student Employment (studentemployment@wright.edu) and/or HR Business Partner with questions or concerns
 - New Staff Orientation

- Researching recent hiring experiences to develop new training process
 - Premier Health affiliation, Dean search progressing, finalists came to campus last week, feedback being reviewed, hope to decide soon
 - New timesheets and leave reports roll out delayed until after Jan 1
 - Trainings for supervisor about leave types planned to start in December
 - Holiday events:
 - Office of the President Holiday Brunch, Tues, Dec. 17
 - Raidersgiving, Wed., Nov. 27, 12p-2p, Apollo Room and nearby spaces, volunteer sign up went out last week, already filled
 - Seth Gordon thanked people for attending the new Small Business Administration grand opening
- 2. Staff Senate Committees and University Committee Reports**
 - Governance and Membership – no report
 - Policy and Welfare – no report, staff symposium
 - Communications and Marketing
 - i. Trying to get a new option together for emailing. Move away from MailChimp
 - ii. Working towards 1 per month, new staff email
 - iii. Send suggestions to Branden Combs, branden.combs@wright.edu
 - Community Coalition
 - i. Deck the Halls, Dec 11, 11:30a-1:30p
 - ii. Holiday Door Decorating Contest – primary office/dept door, more info to come, Dec 9 entry deadline, voting Dec 12-13
 - iii. Survey going out to collect info/ideas from staff
 - iv. Homecoming staff event, Feb 5-8
 - v. Email Heath Marker with suggestions, heath.marker@wright.edu
 - vi. All staff email planned to be sent before Thanksgiving break
 - University Committees – no reports
- 3. Upcoming guest speakers**
 - December - Dr. Sue Edwards (virtual) - submit questions by Dec. 9 through survey
- 4. Staff Symposium – working meeting to discuss Staff Symposium for Jan 2025**
 - Ideas:
 - i. Last one was very helpful but too long
 - ii. Split up presentations by divisions/offices/colleges etc. with a little longer presentation time per person
 - iii. Keeping presentation concise with specific questions answered – provide speakers with specific list of topics to address
 - iv. Split up sessions over the day instead of straight through
 - v. Shorter but more throughout the year – 1 a semester

- vi. Ensuring that people stay in criteria guidelines; build in time for overage
- vii. A “monthly” presentation model
- viii. Virtual and record presentations
- ix. List of contacts
- x. Staff Development Day – add tables for divisions, offices to answer questions

V. Open Commentary

1. Food services, vending machines, and catering updates
 - a. Dunbar Cafe opened Nov 13
 - b. ReyRey Cafe staying in Rike Hall through Spring 2025 Semester
 - c. Vending machines updates –
 - i. Pepsi has updates machines and will be refreshing
 - ii. Snacks – looking at January with new machines
 - d. Catering Request Waiver Form
 - i. In Engage for student org’s, staff, etc.
 - ii. <https://www.wright.edu/student-union/about/forms-and-downloads>
2. [Raidersgiving](#) – reminder to attend and about crane-related building closure
3. Student employment – question asked about training and orientation for new student employees – no history of it and not planning on it right now
 - a. Carly Porter encouraged staff to retain student employment communications for future reference
 - b. Orientation is responsibility of the hiring department
 - c. studentemployment@wright.edu
4. Weather related updates – alerts and emails for closures and delays
 - a. Have to sign up in WINGS Express for texts
 - b. Goes to everyone's email
 - c. Social media will be updated
 - d. Decisions usually made by 5:30a
5. Culture & Identity Centers closed week of Nov 25 and Dec 2-5 limited access

VI. Schedule Reminders

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|--|--------|--------|
| 1. Staff Senate Meeting – In-person, 019SU | Nov 21 | 9:00am |
| 2. Staff Senate EC Meeting | Dec 5 | 9:00am |
| 3. Staff Senate EC Meeting | Dec 12 | 9:00am |
| 4. Staff Senate Meeting – Virtual | Dec 19 | 9:00am |
| 5. Staff Senate EC Meeting | Jan 2 | 9:00am |
| 6. Staff Senate EC Meeting | Jan 9 | 9:00am |
| 7. Staff Senate Meeting – Virtual | Jan 16 | 9:00am |
| 8. Staff Senate Talkback (SU 010) | Jan 23 | 12p-1p |

VII. Adjourn

Mia Honaker – motioned
Heath Marker - seconded

Webinar login info

Webinar topic:

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Staff Senate November Meeting

Date and time:

Thursday, November 21, 2024 9:00 AM | (UTC-05:00) Eastern Time (US & Canada)

Join link:

<https://wright.webex.com/wright/j.php?MTID=med356889ca8becdfd2368f7b250e0841>

Webinar number:

2302 971 6279

Webinar password:

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