



Wilkes
University

University Staff Advisory Committee Minutes July 11th, 2019 | 9:00 a.m. | Miller Room

In Attendance: Jeanne Rabel, Jason Wagner, Karen Alessi, Mildred Urban, Theresa Cochran, Julia Panzitta, Joe Housenick, Erica Acosta, Cathy Hauze, Connie Dombroski, Angela Greco

- I. Call to Order & Welcome - Jeanne**
- II. Treasurer Update - Erica**
 - A. Current Balance- \$ 944.88
- III. Discussion Items - Jeanne**
 - A. Leadership Positions
 1. Secretary - Julia Panzitta was elected unanimously.
 - B. USAC Meet & Greet Event
 1. Beginning of August?
 - a) Discussion of hosting event in September instead: More time to plan, more people on campus (not on vacation), can announce at Convocation
 - b) Will discuss more at a future meeting
 2. SUB First Floor Lounge
 3. Advertising/Posters/Literature
 - C. Staff Survey
 1. Review of Staff Survey Ideas
 - a) Possible formation of sub-committee to plan survey
 - b) At least several years since last survey
 - c) Ask direct questions for concrete feedback as opposed to open-ended questions; clear and concise
 - (1) What did we want to accomplish as members of USAC? - Being constructive voice for staff, boost morale, camaraderie
 - (2) How to deliver? Today@Wilkes, paper, iPads at meet-and-greet, email from USAC email account
 - (3) Potential for incentive
 - d) Joe suggested brainstorming initiatives that would give voice to staff
 - (1) "Hotline" or online submission form for staff issues/suggestions; open forums
 - (2) Brainstorming session planned for September meeting
 - e) Currently sidelining survey
 - D. Family Picnic

1. Date--Friday, August 16th
 - a) Moved back to campus
 - b) Similar to past picnics
2. Accommodating Public Safety, Facilities and Custodial Services - not an issue; they are able to attend

E. Convocation & Staff Retreat - Wednesday, August 21

1. Planning - Wellness Theme?
 - a) Possibility of gift card raffle
 - b) Speaker - Possibly someone from campus counseling
2. Room Reservation - classroom in Darte? Stay in theater? Lounge in SUB? Miller Room?
 - a) Preference to stay in Darte, if possible

IV. Updates from Campus Partners

- A. Dragon Boat Racing
 1. Postponed to August 17th & 18th
- B. Wellness Committee - *Connie/Ian*

V. Updates on USAC Initiatives

- A. Christmas in July Drives
 1. Promotion?
 2. Don't get much response, unless it is coordinated in conjunction with Family Picnic
 3. Great deal of work for facilities to collect and deliver food; potential for food to be picked up by organization? Streamlined dropoff area?
 - a) Mildred needs to know by early next week
 - b) Jason will make some calls to see if an organization can pick up the food
- B. Employee Recognition Program - *Mildred/Jeanne*
 1. Update to Caught Being Colonel Cards
 - a) Updated to "Thank you, Colonel!"
 - b) Suggestion to add "A USAC Initiative" (or similar) to the cards
- C. Newsletter - *Connie*
- D. Mentoring Program - *Kristina/HR*

VI. Updates from Members (*Time Permitting*)

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| A. Admissions - Ian Schreffler | D. E-Learning - Angela Greco/Jason Wagner |
| B. College of Science & Engineering - Connie Dombroski | E. Facilities - Theresa Cochran |
| C. Diversity - Erica Acosta/Georgia Costalas | F. Institutional Research - Julia Panzitta |
| | G. Human Resources - Joe Housenick |

- H. Nursing - Cathy Hauze
- I. Sidhu School - Karen Alessi
- J. Special Events - Mildred Urban
- K. University College - Jeanne Rabel
- M. Public Safety - Chris Jagoe

L. Pharmacy - Kristina Powers

Next Meeting: August 1st, 2019 @ 9 a.m. - Miller Room