**Penn State Harrisburg Staff Advisory Council**

**Meeting Minutes**

April 6, 2017

**Call to Order and Roll Call**

The meeting was called to order at 8:05 a.m. on April 6, 2017, in Olmsted W209. All committee members were present for the meeting by phone or in-person including Paula Alcock, Sharon Blouch. Juan Castro, Keith Eopechino, Deborah Fox, Andrea Hoerner, Thomas Kell, Maria Peiffer, Jennifer Shultz, Ronda Stump, and Stephanie Wehnau. The ex-officios present from 9:30-10:30 a.m. included Stephanie Ponnett (USAC), Louisa Nkruma (DEEC), Beth Lease (CFW), Lori Ricard (CFW), Dorothy Guy (HR), and Charlotte Spector (PT Employee Representative),

**Approval of Minutes**

The board approved the 3/2/17 minutes. The minutes for approval were motioned by Sharon Blouch, seconded by Paula Alock and approved by all in attendance.

**Business Meeting**

Deborah Fox announced she will no longer be able to continue her position on the board effective 6/30/17 due to other work-related meeting conflicts. The nominating committee was formed with Andrea Hoerner as Chair and Thomas Kell, Stephanie Wehnau, and Maria Peiffer as volunteer members. Andrea Hoerner shared that she received written notification from Charlotte Spector that she will be retiring 6/30/17, so a new part-time representative will also need to be selected for this ex-officio position. The nominating committee will advertise this position as well. Finally, the USAC position is also open. It is a three-year term. There is at least one current nomination from PSH.

The following terms for members were reviewed:

2017-2018 only

Replacement for Deborah Fox

Sharon Blouch

Keith Eopechino

Thomas Kell

NOTE: Based on this information, there will be at least four open slots to advertise for 2018-2019.

2017-2018 and 2018-2019

Paula Alcock

Juan Castro

Andrea Hoerner

Maria Peiffer

Jennifer Shultz

Ronda Stump

Stephanie Wehnau

Andrea Hoerner reviewed open issues.

Issue 9- The issue was motioned to close. The event has been scheduled on campus for 4/13/17 and 4/24/17. Sharon Blouch made a motion to close, Thomas Kell seconded it, and all approved.

Issue 17- This issue is closed. The mentorship program is in process and no further action is needed. Paula Alcock made a motion to close, Jennifer Shultz seconded the motion, and all approved.

Issue 20- This issue was motioned to close. The heavy door has been adjusted and will be further assessed this summer. Sharon Blouch made a motion to close, Jennifer Shultz seconded the motion, and all approved.

Issue 21- This issue was closed. It is a labor issue, which SAC does not handle. The submitter was notified.

Issue 22- This is a new issue that was submitted on 1/13/17, but, was “lost” in the electronic system (which Andrea Hoerner is addressing). This issue needs further clarification from Dr. Kulkarni. It will be discussed at the next Executive Board Meeting. At this point, it was decided to enact the action option 3, which states that it is not in the purview of SAC and will be referred to the appropriate department and Dr. Kulkarni. Juan Castro made a motion to enact option #3 and Deborah Fox seconded. Thomas Kell and Ronda Stump abstained due to lack of information at this time, all others approved.

The Staff Enrichment Committee provided a summary of their work over the past month, which has been focused on the May event. Stephanie Wehnau and Jennifer Shultz provided a summary of the Spring Fling, scheduled on 5/12/17. Sharon Blouch sent out an invite on eBrite. Maria Peiffer developed a flyer and handled distribution. Catering options were reviewed and Subway was selected due to pricing. The list of door prizes was reviewed, as well as the activity sub-stations and summary of the day’s events.

The Outreach/Communications Committee provided a summary of their activities over the past month. Sharon Blouch announced that the new PSHSAC newsletter had been prepared and distributed. Maria Peifffer shared that the Spring Fling flyer was also prepared and distributed. Sharon Blouch shared the On-Boarding Project is in process.

The 2017-2018 PSHSAC meeting schedule is provided below. Time and place TBA.

August 3, 2017

October 5, 2017

December 7, 2017

February 1, 2018

April 5, 2018

June 7, 2018

The Executive Board meeting schedule will be established at a later date. Meetings are typically held the week before. The Executive Board membership will increase for 2017-2018 to include Andrea Hoerner, Juan Castro, Stephanie Wehnau, Ronda Stump, and Jennifer Shultz.

**Open Meeting with Dr. Kulkarni**

A discussion item that had been brought up by Juan Castro and tabled during the earlier part of the meeting was re-visited with Dr. Kulkarni. The question was related to departments moving or currently housed at University Park, with on-campus presence and responsibilities. Juan Castro was asking if he (and others) could/should retain positions on PSHSAC if their homes are now based at University Park. Dr. Kulkarni said he thought Juan Castro could.should remain in his Chair position for 2017-2018, if desired. Based on this clarification from Dr. Kulkarni, Andrea Hoerner explained that the PSHSAC ByLaws need to be amended to reflect that PSHSAC members must be full-time staff who work and have primary responsibilities at our campus. In other words, a full-time campus-based employee is not exempt from serving on the PSHSAC if their “administrative/fiscal home” is University Park. Andrea Hoerner will draft the revised verbiage and send it to the current committee for review and voting. Juan Castro made a motion to permit a draft of the revised verbiage to be distributed for review and electronic voting, Keith Eopechino seconded the motion, and all approved.

Dr. Kulkarni shared there will be a staff open forum later this month. The final date will be selected and announced shortly.

Dr. Kulkarni explained that 2017-2018 will be a fiscally-tight year.

The donated sculpture and water fountain is on-track for this year.

The clock tower, academic building, and welcome center are pending construction status for future years.

Dr. Kulkarni asked all PSHSAC members to attend (and encourage others to attend) the Enhancing Health Strategic Planning Meeting slated for 4/7/17, 1:00-2:30 p.m., in the Morrison Gallery.

Dr. Kulkarni asked for an annual report from PSHSAC for the past year. Andrea Hoerner and Stephanie Wehnau will lead this project, with assistance from the Executive Board or others, as needed. The report is due to Dr. Kulkarni by 6/1/17, the last meeting date for this current year.

**HR Business Process Transformation: The Value-Add for Employees**

Presentation by Mrs. Dorothy Guy, Director, PSH Human Resources

Mrs. Guy provided a PPT presentation on the upcoming changes to Penn State Human Resources. This presentation or a similar one will be available for all faculty and staff during the upcoming roll-out phase.

Mrs. Guy explained that there will be five HR regions across the Penn State system. All regions report directly to University Park, not the local campus or region. In our area, the region consists of Penn State Harrisburg, Penn State York, and Penn State Mont Alto. We are expected to have 1 Strategic Partner and two HR Consultants, but, this is still in process. It is possible that one consultant may be housed at Penn State Harrisburg, but, that is not confirmed at this point. Effective summer 2017, Human Resources and the Police Services will both follow this model, but, their regions may be different. More details to follow shortly. The program is expected to launch in June 2017. All employees (faculty, staff) will be part of the new WorkDay system. Several questions and concerns were raised. Mrs. Guy thanked the staff members who provided suggestions and said she intends to follow-up and provide feedback, if appropriate. For further information, please contact Mrs. Guy directly.

The current You@PSU system will remain in effect for staff performance review. The anticipated deadline for the past year is May 2017, although no firm date has been set for submission. As far as Mrs. Guy knows there is no change to this system, deadlines, or process. Staff and supervisors should prepare and submit their EOY reports in the system.

The meeting adjourned at 10:35 a.m.

Minutes respectfully submitted by Ronda G. Stump, 4/6/17, at 1:28 p.m.