

**Staff Engagement Committee (SEC)  
Meeting Minutes  
November 28, 2023, 8:30 a.m., via Zoom**

1. Welcome & Introductions
2. Administrative Report- John Crawford, Vice President for Finance & CFO
  - a. Keys to Excellence Awards ceremony went very well.
  - b. Quick Look Assessment- how the structure is going to look in the centralized units, particularly relating to the colleges and schools.
  - c. President Welsh has put a charge on his leadership for an increase of customer service.
  - d. John is working closely with Damon Slaydon on the 2-divisions working more together with the teams that intertwine with finance and HR.
  - e. Working with President Welsh on the budget, he wants to be more intentional and transparent. They have set up a Strategic Budget Council Committee to work together on the new budget model.
  - f. Looking into moving from Concur to ChromeRiver for payment and travel card reports.
3. Approval of October Minutes
  - a. Motion to approve- Britney Castillo
  - b. Motion 2<sup>nd</sup>- Darlene Whyte
4. Benefits Report- Stacey Havel, Benefits Services Administrator, HROE
  - a. 2 new bonus benefits- GI Thrive, 20-minute webinar on December 5 at noon and Verda for diabetes.
  - b. IRS has increased the limit in 2024 for tax deferred accounts.
  - c. WebMD One personalized check list should be up to date.
5. University Staff Council Report, Katherine McLelland or Gloria Brecht
  - a. N/A
6. Old Business
  - a. N/A
7. New Business
  - a. Updates from sub-committees
    - i. Staff Appreciation- Darlene Whyte
      1. Lots of positive feedback from the Keys to Excellence Awards
      2. Holiday Event is December 19<sup>th</sup> from 2:00-4:00 at Big Shots.
    - ii. Staff Development- Rebecca Spangler

1. Meeting with John Crawford next week to go over plans for the Professional Development Day.
  - iii. Onboarding- Leann Harris
    1. Has turned in the first draft of the Onboarding process to John Crawford. John will review and meet with the team again for updates and edits.
8. Closing Discussion
  - a. Next SEC Meeting, Tuesday, January 23, 2024, at 8:30am.
9. Adjourn
  - a. Motion to adjourn- Tamra Ray
  - b. Motion 2<sup>nd</sup>- Leslie Dunn

Important Dates:

November 29, 2023- State of the University at 10:00am- Make sure you RSVP.

December 19, 2023- Division Holiday Party 2:00pm - 4:00pm

January 30, 2024- Division Town Hall, Annenberg Presidential Conference Center