EXECUTIVE COMMITTEE MEETING AGENDA OF THE

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE

The Executive Committee of the State Universities Civil Service System Advisory Committee met on Thursday August 28th @11:00 a.m. via Teams

1. Call to Order – Chair, Jacqueline Pointer

2. Roll Call – Secretary, Christa Lawhun

Shauna Bishop	Absent	Elizabeth Cheek	**Present**
Layla Campos	Absent	Brad Green	Absent
Andy Harpst	**Present**	Jacqueline Pointer	**Present**
Christa Lawhun	**Present**	Jill Odom	**Present**

Quorum present

3. Introduction of Guests: None
4. Review of Correspondence: None
5. Survey Discussion:
    - Meeting Type

- Internal Planning meeting for EAC representatives regarding a staff survey rollout.

- Key Discussion Points
- Survey Structure and Content
    - The survey includes ranking and scale-based questions about workplace factors, job responsibilities, and transparency at universities
    - Some debate occurred overusing a 1–5 or 1–10 scale; consensus leaned toward 1–5 for consistency.
        - Questions cover:
            - Factors influencing staff retention (ranked)
            - Changes in job responsibilities
            - Most important workplace values (ranked)
            - Perceived transparency in employment opportunities
            - Awareness of campus resources
            - Optional comment sections for qualitative feedback
    - The option to identify respondents' universities was discussed, but it was decided to collect this separately for privacy and simplicity.
- Survey Implementation and Data management
    - Surveys will be distributed internally by each university, not as a system-wide external survey.
    - Data will be compiled in Excel for ease of analysis and merging across universities.
    - Formatting was adjusted to accommodate both ranking and comment fields, with comments being non-mandatory.

    - There was agreement that while comments provide valuable personal insights, they are less useful for quantitative analysis, so a single comment box at the end may suffice.
- Communication and Coordination
    - A standardized email template will be created for EAC members to use when distributing the survey.
    - Survey templates, screenshots, and a screen recording will be shared to assist less tech-savvy members.
    - It was agreed that all survey tools must allow for Excel export to ensure data compatibility.
- Timeline and Next Steps
    - October is the target for survey rollout, but flexibility is emphasized to ensure thorough preparation.
    - A follow-up email will circulate the email template and survey resources, with a request for feedback and a set deadline for responses.
    - Another meeting will be scheduled before the survey launch to confirm readiness.
- Other Items and Updates
    - Positive feedback was received from recent Merit Board interactions; board members expressed interest in attending future EAC meetings.
    - Next Merit Board meeting dates are being coordinated for October and January.
- Decisions and Action Items
    - University identification question will be omitted from the survey; instead, university will be tracked during data compilation.
    - A single, standardized communication template will be drafted and circulated for comment.

- Members will receive survey-building resources and are encouraged to ensure Excel compatibility.
- Next meeting will finalize launch plans once all universities confirm readiness.

- Closing Remarks
  - The group agreed to prioritize quality over speed for the survey rollout.
  - The meeting adjourned with thanks and encouragement to reduce stress and maintain flexibility regarding deadlines.

6. Adjournment
   - Motion to adjourn Andy Harpst
   - Seconded by Jill Odom
   - Meeting adjourned 11:43 a.m.

Respectfully submitted,

Christa Lawhun

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Secretary, Executive Committee

Jacqueline Pointer

Jacqueline Pointer

Chair, Executive Committee