

THE STATE UNIVERSITIES CIVIL SERVICE SYSTEM ADVISORY COMMITTEE, EXECUTIVE COMMITTEE

The SUCSS Executive Committee met via Teams on June 26, 2025.

Chair Jacqueline Pointer called the meeting to order at 10:01 a. m.

Present: Shauna Bishop, Elizabeth Cheek, Brad Green, Andy Harpst, Christa Lawhun, Jill Odom, & Jacqueline Pointer.

Absent: Layla Campos

Guests: None

Review of correspondence: None

Public comments: None

Survey Discussion: Survey Implementation Status

- Survey questions have been finalized and agreed upon in previous meetings.
- The main task remaining is the creation and deployment of the survey on each university's platform.
- Members discussed the importance of using identical questions and response options to ensure data compatibility.

Platform and Data Standardization

- Different universities will use different survey platforms (e.g., FormBuilder, SurveyMonkey).
- It was agreed that as long as the questions and response formats are identical, data can be compiled in Excel.
- Concerns were raised about potential difficulties if survey formats differ, emphasizing the need for a standard draft for review.

Timeline and Workload Considerations

- Do to fiscal year-end and heavy workloads, immediate deployment is not feasible for most members.
- Consensus reached to aim for survey deployment by August 15, allowing time for internal review and council discussions.
- A mock survey will be created and shared with the group by July 31 for testing and feedback.
- Members agreed to send surveys within the same week for consistency.

Next Steps and Meeting Scheduling

- Mock survey draft to be circulated for committee review by July 31.
- Next committee meeting scheduled for July 31 at 1:00 PM to discuss the mock survey and finalize plans.
- Target date for official survey deployment: August 15.

- The goal is to collect and review data before the October Meeting.

Motion to Adjourn: Jill Odom

Seconded by: Shauna Bishop

Meeting adjourned at 10:25 AM

Next meeting July 31, 2025 @ 1:00 PM

Respectfully submitted,

Christa Lawhun

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Secretary, Executive Committee

Jacqueline Pointer

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Chair, Executive Committee