

2018 -
2019



Brandeis University Staff Advisory Committee Annual Report



Table of Contents

Executive Summary.....	3
Listing of Members.....	4
Goals for 2018.....	5
Accomplishments.....	6
2019 Initiatives.....	7



Executive Summary

Subject: Brandeis University Staff Advisory Committee (BUSAC)
2018 Annual Report

Date: September 24, 2019

From: Brandeis University Staff Advisory Committee
Aimee Slater (Chair)
Amy AbuShanab (Vice-Chair)

To: Mr. Ronald Liebowitz, President
Mr. Stewart Uretsky, EVP Finance and Administration

In its inaugural year, the Brandeis University Staff Advisory Committee (BUSAC) has positioned ourselves for future success by beginning to partner with many campus leaders as an advocate for the staff community. BUSAC is grateful for the opportunities we have experienced thus far and has truly appreciated the positive engagement we have received from senior leaders as well as the staff community. This was the first year that staff representatives had the opportunity to attend a Board of Trustees meeting in which BUSAC's overall strategic plan was presented and welcomed.

Although BUSAC is in its infancy, we have already made strides in understanding how staff focused policy is created at Brandeis and have been able to provide insight into policy drafts. We will continue these discussions and be a part of the end-to-end process so that staff input will always be considered. BUSAC aims to collaborate with all staff on campus in a variety of ways to ensure we are a true representation of the staff voice.

BUSAC has outlined a plan for the upcoming year in order to position ourselves to take the next steps for involvement in enhancing the policies and culture as they continue to evolve at Brandeis. As such, our inaugural year was foundational and the focus was on developing our process. We continue to be enthusiastic about our role as stewards for the staff community and understand the importance of improving the work environment through discussions that influence policy, develop and enrich staff, and promote meaningful improvements to the staff experience.



Listing of Members

Chair: Aimee Slater, *Service Period 2018-2020* (District K)

Vice-Chair: Amy AbuShanab, *Service Period 2018-2020* (District C)

District A: Heather Felton, *Service Period 2018-2020* and Jessica Maryott, *Service Period 2018-2019* (Arts and Sciences, including the Graduate School of Arts and Sciences and Admissions)

District B: Pin-Lun Lee, *Service Period 2018-2019* (International Business School)

District C: Amy AbuShanab, *Service Period 2018-2020* and Norma DeMattos, *Service Period 2018-2019* (Heller)

District D: Frances Stearns, *Service Period 2018-2020* (Rabb)

District E: Rise Singer, *Service Period 2018-2020* (Centers, Institutes and Rose Art Museum)

District F: Sara Vautour, *Service Period 2018-2020* and Sherri Avery, *Service Period 2018-2019* (Administration, President's Office, Provost, Investments, Legal, Finance, Human Resources, Office of Diversity Equity and Inclusion, Communications, and Office of Planning and Institutional Research)

District G: Leigh Creveling, *Service Period 2018-2019* (Institutional Advancement)

District H: Michael Matt, *Service Period 2018-2019* (Student Affairs, Athletics, Counseling Center, Community Living, Health Center, Student Activities, and Student Life)

District I: Julia Mani, *Service Period 2018-2020* (Academic Affairs, Academic Services, Study Abroad, International Students and Scholars Office, English Language Program, Registrar, and Graduate Student Affairs)

District J: Joseph Realjo, *Service Period 2018-2020* and Kristen Morris, *Service Period 2018-2019* (Campus Operations, Public Safety, Facilities, Conference and Events, and Office of Special Events)

District K: Aimee Slater, *Service Period 2018-2020* and Timothy O'Neal, *Service Period 2018-2019* (Information Technology Services and Library Services)

Member-at-Large: Linda Ballerini, *Service Period 2018-2019*



Goals for 2018

Establish **REGULAR MEETINGS** where the newly formed BUSAC members connect with stakeholders from administration and **BRAINSTORM** on how to reach the milestones set out by the group

Form **SUBCOMMITTEES** to promote continuous efforts to address a variety of staff needs and concerns such as staff wellness, policy, recognition, and professional development

Find effective ways to **COMMUNICATE** with staff members across all districts and determine how to address questions and concerns

Build relationships with **SENIOR LEADERS** so that staff is always an involved party in major decision making and not an afterthought

Formalize involvement in the **POLICY MAKING** process on campus and create a mechanism for insight on policy drafts currently in the pipeline

BUSAC 2018 Accomplishments

Developed various means of **COMMUNICATION** to get the word out about BUSAC such as monthly emails to each district from their respective committee member(s), fielding questions through a shared BUSAC mailbox, creating a website, and hosting district events to meet and greet staff members in our community

Began to understand how **POLICY** is created on campus and was able to begin to get involved in the process of policy creation and also provide some feedback on draft policies currently in the pipeline

Presented for the first time at a **BOARD OF TRUSTEES** meeting to discuss our mission and share future goals as an important first step towards having staff represented at these important meetings

Hosted an **ICE CREAM SOCIAL** in June to kick off the summer and to provide an opportunity for staff members to socialize in a relaxed atmosphere

Solicited information about existing **SOCIAL GROUPS** on campus and posted all of the information on our website so staff have a means of finding out about any affinity groups that they would like to be a part of and how to contact them

Partnered with human resources to understand and **PROVIDE SUPPORT** for the overall strategic plan that is currently underway which includes improvements to the onboarding process, enhanced policies and procedures, and new form and materials

Facilitated **GENDER NEUTRAL RESTROOMS AND NURSING ROOMS** locations on campus and included them on the Brandeis website

Provided a **VOICE** for staff members on campus to be able to share their ideas and help facilitate positive change in the University



2019 Initiatives

First order of business is the **ELECTION** process

- 9 current members of the committee will be ending their term on June 30, 2019 and 9 new members will join on July 1, 2019
- Onboarding members to ensure uninterrupted flow of business

INSTITUTIONALIZING the role of BUSAC throughout campus decisions

- Representing the staff experience and providing critical input on a potential proposal for an enhanced community wide culture shift
- BUSAC presence to serve on the administrative hiring process, including the Vice President of Human Resources Screening Committee
- Continuing to explore the decision making process and ensuring staff has a voice equal to that of the faculty senate and student government at the Board of Trustees meetings and other aligned engagements
- Building relationships with other comparable entities that represent elements on campus such as the faculty senate and the student government

Enhance the **POLICY** making process on campus

- Collaborating with Human Resources on creation and revision of policies and programs
- Ensuring staff understand the end to end process of creating or updating policy and also how best to review policies before they are rolled out to the



entire Brandeis community including the Telecommuting Policy and Non-Discrimination and Harassment Problem Resolution Policy

ACTIVELY LISTEN to all staff members and identify ways to improve their campus experience

- Review summertime facilities on campus, such as transportation and food, and determine how best to serve the staff population on campus during those months
- Bridge the communication gap among staff and other services on campus by directing non-policy inquiries to the appropriate constituent
- Providing direct feedback on format and logistics on staff holiday party

Build additional **TASK FORCES AND SUBCOMMITTEES** to address any areas that BUSAC needs to research and resolve as needed

- Enhanced wayfinding to ensure that the campus has adequate signage and new employees all have a consistent onboarding experience
- Communicating with the alumni office to plan to create affinity groups to actively engage alumni to participate in campus activities
- Continuously improving the elections process as well as the way we communicate with staff