

# UNIVERSITY STAFF ADVISORY COMMITTEE

## Business Meeting Agenda

October 11, 2017

David Griner Room

8:30 – 10:30 a.m.

**In Attendance:** Tom Gessells, Liz Gordon-Canlas, Andrew Jordan, Christine Benadum, Melanie DiFeo, Courtney Sanders, Abby Whaley, Ginny Corso, Sunny Zong, Lisa Mayhew, Tim Lombardo, Chrissy Sprouse, Megan Sayres, Jodie Joerg-Andreoli, Cindy Davis, Megan Hasting, Stacey Copley, Kelli Kaiser, Kris Myers, Morgan Buckner, Niki Prete, Marilyn Frueh, Cesar Seguil, Twhila Holley

### Call to Order

### Adoption of the Agenda

Motions: Tom; Sunny; the agenda was approved.

### Approval of the Previous Meeting Minutes

Motions: Melanie, Tom; the previous meeting minutes were approved.

### Executive Committee Reports

#### Chair

- One-on-One with Geoff Chatas to prepare for Brown Bag Event;
- REACH training (facilitated by Liz) sign-ups available online

#### Chair Elect

- Upcoming meetings: 10/25 – tentative topic around Classification and Compensation Review with Larry Walker
- Byrne is interested in attending a future USAC meeting to discuss Wellness
- Preparing for December's "Conversations with the President" event

#### Communications

- Niki, Andrew and Kelli had a teleconference with Health & Wellness organizers for the Hidden Benefits Fair to discuss session topics
  - Possibility of creating a session for manager's training, since a manager's conference isn't happening this year
  - Brief overview of Staff Manager Conference from Spring 2017
  - What would the content look like for the session?
  - Will there be a Call for Proposals for these sessions?
    - No – there will not be a Call for Proposals; the HBF planning committee, in conjunction with Health and Wellness, will be determining sessions and presenters;
    - Some topics are building off of previous presentations, but there has been discussion of opening it up for a Call for Proposals in future years
  - Presentations will be staggered in separate rooms, 10:30 – 1:00 p.m.;
  - Possible names: "Benefits & Wellness Expo", "Benefits Rally", "USAC Staff Health & Benefits Expo, in partnership with...";
  - If we change the name, it is critical that we explain the name change in marketing; "formerly known as..."
  - An electronic vote will be sent out by the end of the day so USAC can vote on what naming options there are

- Discussion of the pro's and con's with the "Hidden" part of the title
- Local SAC's will have the ability to have a table, PPCW, MAPS Program through JGCPA, other on campus management training opportunities, graduate programs that may be popular for staff, Honey Lab on campus,
- We have called upon O&E to re-envision the event this year, so we appreciate those efforts and if anyone would like to help plan the event, please contact O&E!
- If any 2<sup>nd</sup> or 3<sup>rd</sup> year members have a new supervisor or manager, please notify Niki Prete

#### **Treasurer/Recorder**

- Health Plan Oversight Committee meeting scheduled in November as well as a transition meeting for Megan to get up-to-date regarding committee updates

### **Subcommittee Reports**

#### **Governance**

- Planning a meeting with Molly Driscoll to discuss feedback from previous SCDG grant process
- By next business meeting, Governance will have more updates from external committees
- Governance is still looking for recommendations for a staff member to serve on the Senate Diversity Committee

#### **Staff Compensation & Benefits (SCBS)**

- Cindy and Andrew met with Joann McGoldrick for an update meeting regarding Total Rewards; there is a current taskforce looking at retirement packages (currently 17 alternative retirement packages) and what changes may need to be made;
- Discussion of how USAC can engage with the Enterprise Project to offer critical feedback from staff
- Andrew attended the Parking Committee; discussed new technologies for user engagement and consumer needs
- Possibility of setting up a date on Rewards and Recognitions to prepare for March Report;

#### **Outreach & Engagement (O&E)**

- Star House volunteering on 10/27 from 3 – 5 p.m.
- Food Drive Update – USAC will work on doing a food drive (similar to the school supply drive) in November
- Potluck Reminder – October 25 USAC Business Meeting
- Regional Staff Retreat planning continuing
- Constant Contact update – it will be paid out by 10/27; how do we continue publicizing our events until the newsletter is active?
- Do we want to send another follow-up for REACH training?

#### **Diversity & Inclusion Taskforce**

- 1<sup>st</sup> Focus Group session yesterday; about 20 attended;



- Next one: 10/12, Prior Hall,
- Next Wednesday: 38 registered at the Ohio Union
- Surveys were distributed at the end, and the committee
- Meeting to meet Nina Brooks and Terra Metzger, OHR, to discuss ERG implementation
- Issue with Pay Equity
  - Staff member recently raised a concern in an email regarding pay equity in the City of Columbus and at Ohio State. Liz is doing some research and fact-checking with Councilwoman Brown;
  - Large employers in the region, including Ohio State, have pledged to examine pay equity in the city
- Recent change of classification for some units across campus may have led to greater concerns over pay equity recently
- USAC is working with PPCW to determine if a recommendation can be created around this effort

### **OHR Liaison Report:**

### **Guests:**

### **Old Business**

- Reflections from Lunch with the President
  - Pres. Drake recommended a book “The Things They Carried”; how we can share these recommendations about leadership-focused readings with other staff?
  - He focused on the staff experience in terms of efficiency, but did not necessarily speak to the actual impact that we have on students, or how staff are integrated into all aspects the Strategic Plan; How can USAC ensure that we are engaging *all* pillars of the Strategic Plan?
  - It was a useful opportunity to humanize the staff experience and get to know the President better
  - It would be helpful to have a conversation with the President about change and how we manage change to achieve our institution’s vision
  - Perhaps we can engage the Strategic Plan in further detail during a future business meeting, breaking down the pillars to identify exactly how we fit in to each one;

### **New Business**

- Bylaw Review
  - Governance is working on a Bylaw Review, and they are hoping to re-write and re-format the bylaws in a streamlined fashion
  - Please read through the USAC Bylaws and identify sections that are too vague, confusing, or overly specific and email your suggestions to Governance
  - Governance will do some benchmarking with other staff groups to make sure that our bylaws align with other organizations
  - Some bylaws are contradictory to Robert’s Rules of Order; Governance will bring these possible changes to USAC membership to discuss



- This is a critical USAC project for the year, so please send your suggestions to Megan Sayres and the Governance team in the next week, if possible
- Robert's Rules of Order Training
  - Meetings are run by the Chair, and the Parliamentarians enforce the Robert's Rules of Order
  - Members are free to add/change/move motions forward at any point once addressed by the Chair
  - For reference, please see Robert's Rules of Order PPT Presentation, led by Abby and Sunny
  - The USAC practice over the years has been to be guided by Robert's Rules, but it is important to put parameters around how meetings are run, especially during voting procedures, where explicit and specific instructions would be helpful
  - USAC discussed at length how these rules will be implemented into ongoing proceedings during business meetings;
  - Motion to table Robert's Rules of Order until a future meeting that will include an amended plan for Governance to establish a guidelines document
    - Motion: Marilyn; Second: Tom; motion approved.
- Feedback on New Member Engagement Taskforce
- Preparation for Conversations with the President
  - December 11<sup>th</sup> event will focus on staff diversity and inclusion, including the themes established from the focus groups
  - Would it be possible for someone to sit with him and interview him without an open mic?
  - There are many Learning & Development training opportunities for diversity & inclusion – how can we highlight these opportunities at the event?
  - Niki is circulating communications efforts and plans with the Office of the President
  - Discussion of how to gather possible questions for the event in a meaningful, vetted way that will appropriately speak to the theme of the event

### **Announcements**

- Motion to vote electronically on the name for our spring Benefits event; Tim; motion approved.

### **Adjournment**

- Motion to adjourn: Liz; Second: Tim; adjournment approved.

### **Look Ahead:**



- 4 Exec Mtg. 8:30-10:00
  - 5 Lunch with President Drake
  - 11 Business Mtg. 8:30-10:30
  - 25 Business Mtg. 8:30-10:30
- 27 STAR House Volunteering

- 1 Exec Mtg 8:30-10:00
- 3 Regional Campus Retreat
- 8 Business Mtg 8:30-10:30
- 29 Business Mtg 8:30-10:30

OCTOBER 2017						
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NOVEMBER 2017						
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