

# UNIVERSITY STAFF ADVISORY COMMITTEE

## Business Meeting Minutes

February 14, 2018

Dave Griner Room

8:30 – 10:30 a.m.

Valentine's Day Breakfast Potluck

**In Attendance:** Sunny Zong, Tracey Pawlowski, Liz Gordon-Canlas, Lila Anderson, Jodie Joerg-Andreoli, Tim Lombardo, Andrew Jordan, Melanie DiFeo, Twhila Holley, Chrissy Sprouse, Christine Benadum, Morgan Buckner, Tom Gessells, Kelli Kaiser, Stacey Copley, Marilyn Frueh, Niki Prete, Megan Hasting, Abby Whaley, Aaron Moore, Traci Laub, Cesar Seguil, Megan Sayres

### Call to Order

**Adoption of the Agenda:** Adopted.

**Approval of the Previous Meeting Minutes:** Approved.

### Executive Committee Reports

#### Chair:

- Standing Items
- BOT met the first & second of February, tabling a vote on what to do with the Comprehensive Management Energy Plan funds
- Received a copy of the End of Year report from the President and Provost's Council on Women (PPCW), which includes possible items of interest for USAC:
  - Recommendation around the Policy & Practices Taskforce of PPCW, focusing on a flexible work schedule
  - They are working to include questions in the upcoming Staff Culture Survey around flex work;
  - Request that unit HRPs communicate to employees in a direct manner to create consistency with communication

#### Chair Elect:

- Standing Items
- New Member Task Force updates
  - 4 information sessions, reaching 16 potential applicants
  - Working on the evaluation of a rubric to score applications and a rubric to score interviews consistently as well
  - Next Tuesday: interview team will attend an implicit bias training with Nina Brooks specific to the interview process
  - March 20 – 21: USAC Interviews; March 23: Group will make decisions
- Next business meeting is very busy (see agenda planner on Box and plan accordingly)
- Two business meetings in March will include update from Employee Emergency Fund, Diversity Taskforce updates
- April: USAC elections;
- May 9<sup>th</sup> meeting will be held at the Mansfield Campus (9 – 11 a.m.) for those who can make it, followed by a tour of campus and lunch
  - Dr. Jones will meet us (interim Dean)
  - Possibility of opening the meeting up to anyone interested in attending

### **Communications:**

- Standing Items
- Hungry Hearts campaign is in full swing through Friday, February 16
  - Who will be doing pickups? Kris will come around next week to pick up items
- Staff Benefits & Wellness Expo: Working with Kelli and O&E to determine breakout sessions:
  - 1) Fitting in Fitness (2 sessions total), 2) Healthy Ingredient Swaps (2 sessions total), 3) Bounce Back with EAP (2 sessions total), and 4) Happy, Healthy, and Engaged Staff (2 sessions total)
  - Niki will send out a packet of information to communications contact across the university to spread the word
  - Sessions will be posted on Link to Health website to sign up (40 seats per session); sessions will show up in the Your Plan for Health calendar
  - Sessions will not be recorded
  - Niki will work on a post-event survey
  - Sign-ups are now available to volunteer during the event

### **Treasurer/Recorder:**

- Standing Items & Fiscal Updates
  - Working on getting approval for spring Conversations with Susan Basso event and Breakfast;
  - Photography at SBWE; possibility of taxation
  - Working on additional approval from Office of President and BOT office for upcoming events

### **Subcommittee Reports**

#### **Governance:**

- USAC Bylaw Final Presentation: see PPT on Box for more details
  - Why revise bylaws? Lack of format & flow; difficulty in understanding intent and details, redundancies, inconsistent use of terms, etc.
  - Approach to updating bylaws: use of Robert's Rules of Order, Bylaws Workbook, coupled with benchmarking at comparable higher education institutions and internal organizations (University Senate, PPCW, etc.)
  - Developed guidelines moving forward through the revision process
  - There has been an ample feedback period over the last few months, so the period of discussion has closed on feedback.
  - Will not go into effect until July 1, 2018
  - USAC Bylaw Voting
    - Motion to Approve Bylaw Amendment as written:
    - Prior to voting, Sunny Zong and Megan Sayres confirmed that quorum was present for voting: total 20 members including presiding officer: 19 on-site and one through Skype;
    - The motion that "we accept the recommendation of the Governance Sub-Committee to approve the newly revised bylaws as presented with the understanding that the Governance Sub-committee will present a new Operations and Procedures Manual for full committee approval at a later date" was moved (Marilyn Frueh) and seconded (Sunny Zong);
    - 19 votes were cast by a showing of hands (on-site) and one by voice (skype); All members (20) voted in the affirmative



- The motion was passed as presented. New bylaws will go into effect on July 1<sup>st</sup>, 2018.

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

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

- Staff Benefits and Wellness Expo Update
  - Only 39 vendors have signed up thus far (we can accept up to 56), so if you have any internal units or external vendors that may be interested, please send that information to Kelli by Feb. 19<sup>th</sup>

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

### **OHR Liaison Report Old Business**

### **New Business**

- Updates from Ohio Staff Council of Higher Education (OSCHE) appointees by Jodie Joerg-Andreoli and Lila Anderson – 8:45 a.m.
  - OSCHÉ established by a staff member at BGSU
  - Mission: work collaboratively through state-funded institutions to foster positive staff relations across the state
  - Recruitment & Retention Subcommittee: 1<sup>st</sup> official subcommittee created to enhance recruitment and outreach efforts
  - Member schools: University of Akron, BGSU, OSU, University of Toledo, Wright State, Columbus State Community College, Lorain County CC, Sinclair Community College
  - Benefits: participation in and information from quarterly meetings, one paid registration to annual conference, materials online for benchmarking data, unlimited use of listserv, voting rights, and appointments to the Board of Education
  - If anyone has knowledge of a university that may have a staff council (or a contact that OSCHÉ could reach out to), please forward that information to Jodie or Lila
- USAC Officer Review by the Election Taskforce
  - USAC Chair: presides at all USAC meetings, spokesperson for USAC in official matters; responsible for oversight of committee budget, ex-officio member of all subcommittees and task forces
    - time commitment: very substantial; includes preparation of and attendance in various meetings (Board of Trustees, University Senate, meetings with senior leaders, Commencement, etc.)  
\*please see PPT for a fuller list of meetings\*
    - supplemental compensation for Chair only during Chair year (approximating around \$300 per month)
    - It requires a deep commitment to USAC, and the possibility of giving up participation in other professional organizations;
    - your department decides if they give you a 20% reduction in FTE OR to allow you to receive additional compensation
    - during busy weeks, it's an extra 15 – 20 hours; easier weeks may be 10 hours
  - USAC Chair-Elect: Acts in place of Chair when absent; prepares agendas,



- acts as liaison between subcommittees, chairs New Member Task Force, reviews communications from committees, supports Chair as needed
    - Time commitment: 4 – 8 hours per week on average (certain weeks are much busier than others)
    - It is a critical learning moment
    - Similar meeting expectations as Chair, sits on the Employee Emergency Fund committee;
  - Vice Chair, Treasurer/Recorder: Responsible for creating and updates meeting minutes, agendas, and other documentation of USAC business; oversees USAC expenditures and budget; responsible for monitoring procurement process alongside OHR director
    - time commitment: approximately 5 hours per week
  - Vice Chair, Communication: responsible for USAC messages to staff, ensure materials adhere to branding guidelines; event coverage, website updates, creation of New Member Packets, supervisor letters, coordinated technology needs
    - Use of several types of media and software for communication (Wordpress, Hootsuite, Constant Contact, etc.)
    - Time commitment: 5 – 10 hours per week, depending on schedules
  - Timeline for elections are available on the PPT on Box.
- Brainstorming Exercise for Susan Basso’s visit on 2/28 (please review the attached OHR Strategic Plan prior to meeting)
  - 3 Pillars: HR Excellence, Talent Management, and Total Rewards
  - The Strategic Plan covers the course of 5 years; what suggestions does USAC have in terms of priority areas?
    - Equity & Fairness: As a new SVP, what is your vision for bringing staff across the university together in terms of class & comp, bonuses, policies that affect different staff differently;
    - Can we tease our HR-focused questions that were brought up at the Conversations event with President Drake and address those?
    - Career-mapping (is this “workforce planning”?)
    - The integration of diversity & inclusion into the OHR plan; what will her new hire be responsible for in these areas?
    - What is her perspective of the flexible work policy (especially in light of the PPCW report)?
    - For any additional input, please email Liz and Tom and they will include these topics for Susan to prepare

### Announcements

- The Workplace Violence policy is ready to be reviewed, but the deadline to review is before our next business meeting, so please review and offer comments on your own if interested.

### Adjournment

