

UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes

March 14, 2018
Dave Griner Room
8:30 – 10:30 a.m.

In Attendance: Aaron Moore, Andrew Jordan, Jodie Joerg-Andreoli, Marilyn Frueh, , Melanie DiFeo, Morgan Buckner, Stacey Copley, Chrissy Sprouse, Christine Benadum, Cesar Seguil, Courtney Sanders, Abby Whaley, Twhila Holley, Tracy Laub, Tim Lombardo, Cindy Davis, Tracey Pawlowski, Lisa Mayhugh, Kelli Kaiser, Tom Gessells, Liz Gordon-Canlas, Sunny Zong, Niki Prete, Ginny Corso

Call to Order

Adoption of the Agenda

Approval of the Previous Meeting Minutes

Executive Committee Reports

Chair:

- University Senate resolution
 - Liz as chair of USAC joined Dr. Blaine Lilly (chair of Faculty Council), Sara Adelman (President of the Interprofessional Council), Andrew Jackson (President of the Undergraduate Student Government), Alex Wesaw (President of the Council of Graduate Students), and Dr. David Manderscheid (Executive Dean and Vice Provost of the College of Arts and Sciences), to propose a resolution that would require all faculty, students, staff and administrators to participate in initial and ongoing training in sexual misconduct education, prevention and reporting
 - Here is a [link to the proposed resolution](#)
 - The proposed resolution was approved. This is not on the President Drake's office for approval and this does not require BOT approval.
 - University has a new on-line sexual violence prevention program, in partnership with Catharsis Production Inc., Andrew and Liz have been participating in the first few rounds of trainings provided to key campus stakeholders.
- Recent 1:1s with senior leaders
 - Will meet Susan Basso on 3.19 to share annual report
 - Will meet with provost in early April, the last 1:1 this year
 - Katie Hall, Chief of Staff: share overview and annual report and transition into next year

Chair Elect:

- New member recruitment
 - 18 applications, scoring group met, 3 eliminated based on rubric, mainly not meeting full time staff criteria
 - Down to 14, eight scheduled for Tuesday (20th) and six for Wednesday (21st). Interview team is to meet on Friday to decide the new members.
 - To accept 10, one or two as alternate
- The Network Initiative presentation (presented in last USAC business meeting) went to President Drake on 3/1 and was approved; the only changes is for the mostly impacted three categories under standard category -

dermatology, OB/GYN, primary care - accessibility should not be an issue
(Tom please confirm)

Communications:

- SBWE was well attended, survey went out, feedback could be for future planning
- USAC election candidate package due the 28th
- TDL: prepare for conversation Susan

Subcommittee Reports

Governance:

- Updates on the current SCDG process
 - Grant notification went out last week (March 5th): January round had 274 application up quite a bit, rewarded 71, cut off score 87.
 - July round only awarded 60, OHR awarded more money this round, \$63,403 awarded this round.

Staff Compensation & Benefits (SCBS):

- Local SAC college survey
 - Local SAC survey was sent out: by Friday (9th), 3 out of 29 responded, reminder sent out again the same Friday afternoon, requested response by the 16th, by Sunday night 5 responded.
 - Response should be helpful in preparing for the meeting with Provost who would like to know what academic units' staff experience look like.
- New Hire Event
 - Drafted proposal -- an informal social gathering, twice a year, involving senior leader to welcome new employees, partner with and in line with OHR's streamline onboarding process, suggested
 - Drafted proposal was shared via email the same date. Currently on preliminary stage, trying to figure out which Sr. leader to involve, appreciate everyone's feedback.
 - Expected outcome: fun, getting to know people, space forcing you to mingle is preferred. Units do it differently, trying to get a university wide event. This is not replacing orientation. Might involve outside vendor, such as experience Columbus, etc.

Outreach & Engagement (O&E):

- Staff Benefits and Wellness Expo follow-up
 - Major shift this year, new venue space, new breakout sessions, new opportunities and challenges, will take a look at a survey and discuss next business meeting.
- Summer Events with OHR
 - Started preparation for conversation with Susan, summer event, staff craft show etc. Summer is critical time to offer program to staff but also it is also challenge due to the leadership transition.
 - Happy Hours previously scheduled will be postponed.

Diversity & Inclusion Taskforce:



- Diversity & Inclusion Taskforce updates & proposal

OHR Liaison Report

Old Business

New Business

- USAC End-of-Year Report update
 - The final review section will be right after today's business meeting. The final content will be sent to Niki for final polish. Report will be shared with President Drake prior to Tom and Liz's 1:1 meeting on the 27th. The most updated version could be found in the box
 - It used to be a June project but moved to March this year.
 - Sections include closing previous recommendations, relationship building with Sr. leaders, and the next steps.
- Conversations with Susan Basso event update
- Employee Emergency Fund Update, 8:45 AM – Tom Gessells & Sharon Saia (PPT can be found in the box)
 - USAC has been a long supporter and collaborator for EAP
 - Ohio State EAP is a service provided by OSU Health Plan for benefits-eligible faculty, staff and their families; been providing life assistance on campus for over 30 years.
 - Services including counseling, assistance for supervisors, training, workshops, and crisis response. Take 2016 campus attack as an example, EAP conducted 19 Debriefings for over 400 people.
 - No cost, confidential and voluntary, could be provided on and off campus
 - OSU partners with Impact Solutions and service available 24/7; an employee can reach out through either phone (1-800-678-6265) or email (eap@osumc.edu). When making the call, she/he can be connected to a real person rather than voice messages; when send out email, the only people have access to the email box are Sharon and two other staff.
 - More information can be found from their website (osuhealthplan.com/ohiostateEAP), key word: "Buckeyes" can lead you to all the resources and there are legal documents that can be print out free of charge.
 - Who can use OSU EAP → All benefit eligible faculty/staff and their families, such as parents household members, parents-in-law, domestic partners and benefits eligible dependents.
 - The first 5 sessions are free of charge Most of the EAP providers are on OSU health plan network, around 70%; after the EAP visits are completed then counseling can be transitioned to your health plan benefit. A copay is expected in this case though when it is transitioned to your health plan benefit
 - Sample services: depression, work stress, family stress, credit counseling, legal services (free 30 minutes consultation then link you to



- an attorney usually at a discounted rate), substance abuse referrals, mental health, difficult situations, anxiety, elder care, EEF, etc.
- Employee Emergency Fund (EEF)
 - Started 2011 and supported by employee donation: Campus Campaign, office CFO; 224 grants have been awarded totaling \$108,559.
 - Process: Employee must go through application process, each case will be sent to a committee for review, vote and approve; once approved, a gift up \$500 will be disbursed.
 - Eligibility: active faculty/staff employed at 50% or greater FTE, at least 12 months continuous paid employment at the application, is a temporary hardship because of an emergency situation, must have considered other options but either not available or not enough. Some are disqualified because it is not a temporary hardship.
 - Type of emergencies: domestic violence, death of an immediate family member, fire, etc. Many were for medical/illness, domestic violence/housing and funeral costs in the past, especially for parents with sick child.
 - Quick turnaround to get fund out. Considering the hardship an employee is going through, a phone screen is set up, employee can email application which can be quickly referred to committee for review and vote, to payroll for verification, and then cut the check. Aim to get it in 10 days.
 - Tax implication: tax is taken out during the calculation, the maximum \$500 is the net to the individual
 - Most cases handled through emails: Sharon takes the call for initial review, then send to the committee (6 members). The committee review the form to get a sense the urgency and decide whether it is a temporary issue.
 - USAC in consultation with EAP has made recommendations to increase grant from \$500 to \$1000, and change the award from once in a lifetime to a 5-year renewable grant (caveat, financial training is made available for these), decrease eligibility waiting period from 12 months to 6 months.
 - There are discussions of setup endowment fund for this purpose and Sharon and Tom have been asked to submit a one-page proposal. EEF balance dropped from \$13k a year ago to now about \$6k.
 - This endowment proposal is a result of both benchmarking other big ten campus partners, and per Susan Basso, PSU's EEF is from endowment from a previous employee's gift.
 - Sharon -- documents to the committee does not have identifiable information. Should the waiting period reduced to 6 months, this can help new employees during transition period.
 - Q&As:
 - Support for children with disabilities: currently no aid, financial resources is not currently available



- Percentage of individual applied but not granted: Per EAP report (Tom), about 1/3 was not granted, many because they did not meet 12 months mark
 - Anything on mental health support? There will be newsletter every other months across campus, both OSU and OSUMC, starting no stigma campaign to get this issue in front of people, EAP team can also provide the trainings to the department.
 - Not necessary to have OSU insurance: Sharon agrees, must be benefit eligible but not necessary covered by the insurance. Even for cases that is not benefit eligible, such as a 28-year old child, still suggest parent(s) come with his/her for an initial consultation so that the team can refer to the best other options
 - Employee and supervisor's conflict: Should go to ELR (employee relationship unit in OHR)
 - How regional campus can access it: the POC at the regional campus can present the same content on site and can email Sharon directly.
- Diversity & Inclusion Taskforce Proposal, 9:15 AM

D&I task force is in its 2nd year and is asked to present the future plan followed by Q&As. Governance is to provide guidance through this process and the general membership is to move to a vote for the proposal. Please refer to the proposal document attached for details.

- Achievements
- Arguments in establishing a standalone IE subcommittee
 - After consulting with Liz and Tom, the taskforce strongly feels the need for a standalone subcommittee
 - USAC used to have one prior to last round of massive restructuring
 - Proposed new name: Inclusive Excellence
 - The current structure as a taskforce makes it hard to achieve goals due to a complex university D&I structure; academic units can share D&I efforts to create partnerships
 - Liz and Tom spoke with the President Drake who is very supportive, OHR Molly Driscoll is also very supportive and provided feedback
- Short-term goals
 - Working to incorporate feedback, promote and advocate for staff, and intentionally ingrain D&I efforts in USAC, e.g. implicit bias training in selection, recruitment process
- Long-term goals

Q&A

- Will any training be provided to USAC members?
 - Yes, train the trainer approach, collaborate internal resources such as Kirwan Institute.
- Were there any other options to address D&I needs without forming a subcommittee?



- Yes; other options: one representative in USAC, which would be a lot workload for current 3 members as the goal is to ingrain to our entire culture and to collaborate widely;
 - There has been a lot of discussion in the past, what is the best to put forward, suggested at least to provide the proposal;
 - Suggested to add the exploration of other options in the proposal, currently not laid out;
- Ingraining D&I efforts into USAC is key and the question now is how to best to achieve it, is a standalone subcommittee is the best way? Do we have resources to setup a fully functioning committee?
 - Taskforce was under governance 2016-17, this year, not under any subcommittee, acted as a subcommittee, similar to a pilot year; one POC would be too much of work; each subcommittee experiences different tasks/workload each year.
 - Outside stakeholders want an Inclusive Excellence POC within USAC and this subcommittee will support both inside and outside of USAC
 - Liz reiterated the process to create a subcommittee per consultation with governance: creation is by majority vote; if pass, the subcommittee moves forward, if it fails, the taskforce can submit additional proposal; today's meeting will focus on today's proposal, i.e. creating a subcommittee, not on details such as impact on by-law and operational guidelines
- This motion doesn't mean to eliminate the taskforce idea as it is only one year term appointed by the active chair, some of which is very timely pointed
- Suggest a draft on how it will be in the by-laws prior to the final vote, agree though acting with it already.
 - Across the campus pretty much all units have some sort of designated unit/person on D&I, USAC should mirror this.
 - Governance clarified by-laws: existing version incorporated tedious information, but the newly amended bylaw that will take effect 7.1.18 has one only 3 high level summary points for each subcommittee, adding IE subcommittee with the same high level summary needs the president's office's approval, while adding the details in the operational guideline does not
 - Susan Basso mentioned D&I effort is never done, i.e. need long term commitment; establish IE subcommittee in line with this HR strategy
 - Per the proposal's long-term goal, there would be a lot external collaborative work to be done, a standalone subcommittee is needed to achieve this.
 - It can also attract more applicants for future recruitment, as it following the mission of the university

Voting

- Governance suggest a motion be requested
- Quorum for voting is presented: 22 in person one (Ginny) via Skype (confirmed by Abby and Sunny, announced by Liz)
- Majority vote is required for passing
- Voting conducted by raising the hands



- The motion of "we create a new subcommittee on Inclusive Excellence (IE) and move forward effective 7.1.2018" is made (Cindy), clarified (Sunny) and seconded (Tom).
- 23 Yes and zero No, the motion is passed.

Announcements
Adjournment

