

UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes

March 28, 2018

Dave Griner Room

8:30 – 10:30 a.m.

In Attendance: Ginny Corso, Cindy Davis, Andrew Jordan, Aaron Moore, Traci Laub, Morgan Buckner, Jodie Joerg-Andreoli, Christine Benadum, Melanie DiFeo, Lisa Mayhugh, Stacey Copley, Abby Whaley, Tim Lombardo, Marilyn Frueh, Chrissy Sprouse, Tom Gessells, Liz Gordon-Canlas, Megan Hasting, Sunny Zong, Niki Prete

Call to Order

Adoption of the Agenda

Approval of the Previous Meeting Minutes

Executive Committee Reports

Chair:

- BOT Meeting: public sessions begin next Wednesday;
 - Thursday – public committee meetings (schedule TBD); 8:00 AM – Talent and Compensation committee meeting, which may address updates to the Enterprise Project, Comprehensive Energy Management Process, etc.
 - Friday – general session
 - If anyone is interested in going, please contact Liz
- Follow up to the Report-Out with Dr. Drake:
 - Emphasis on how university funds are spent and allocated based on need; importance of outcomes and impact
 - New ideas about how to fund the EEF (in terms of employees paying in through a crowdfunding model to raise funds, paying back funds that are awarded)
 - More research into finding out how many people apply between the first 6 months of employment (due to reasons such as FMLA, short-term disability regulations, etc., new hires don't have access to other 'safety net' resources at the beginning of their employment)
 - USAC was able to close the loop on several older recommendations and report that impact at an earlier report-out date
 - Timeline for providing follow-up data to the President
 - SCDG Grants:
 - How can we use existing survey data to personalize the impact message of the grants
 - Possibility of working with HR to publicize success stories from the grant to demonstrate positive outcomes and impact
 - Adding a question to the application: "If awarded, may we share your story?"
 - Quick videos to publicize past recipients

Chair Elect:

- Invitation from Wooster campus to join their local SAC meeting on May 10th
 - If anyone plans to go, please email Tom by 3/30 so that he can respond
- April 11th business meeting – USAC Elections
- See agenda planner on Box for additional meeting plans

Communications:

- Newsletter – USAC Report, Susan Basso Conversations event, new USAC Inclusive Excellence subcommittee
 - Does anyone have additional information to put in the newsletter?
Please contact Niki with additional details
- Supervisor letters will go out in May

Treasurer/Recorder:

- Fiscal updates
- Please let Megan know by April 6th if you plan to attend the Mansfield campus business meeting on May 9th

Subcommittee Reports**Governance:**

- Health Plan Oversight Committee updates from appointee, Megan Hasting (please see PowerPoint on Box)

Staff Compensation & Benefits (SCBS):

- Data/survey review of staff working in colleges (prep for Provost's meeting)
 - Christine put together a summary of the local SAC survey (document distributed in meeting)
 - Received a new list of potential staff to engage with in the future
 - All data is on Box for reference
 - How to provide support to local SACs, communicate university updates, and assist with best practices
 - Understanding of the difference between local SACs and USAC
- New Hire Opportunity/Experience (direct correlation to recruitment, talent, onboarding)
 - A lot of enthusiasm from OHR
 - What will the event look like (welcome from leadership, networking, resources for new staff)? Who will be invited?
- Andrew attended the Catharsis follow-up meeting to discuss the upcoming mandatory sexual harassment online training; student and employee module – what messages will be conveyed, anticipated outcomes of the training; currently 30 minute training;
 - Currently developing pilot groups to test the training and offer feedback prior to large-scale rollout (opportunity for USAC to serve as a pilot group this spring)

Outreach & Engagement (O&E):

- SBWE Review and Discussion
 - Over 200 responses received, which will be available on Box
 - Some concerns around lack of space, balance of types of vendors (more fitness opportunities, fewer financial planning), scheduling
 - Staff enjoyed the photographer, breakout sessions, resources available
 - More diversity of vendors, food options since the event is held during



the lunch hour;

Diversity & Inclusion Taskforce:

- Bylaw revision to add the new Inclusive Excellence subcommittee will be circulated to USAC after the meeting.

OHR Liaison Report
Old Business

New Business

- New Member Task Force (NMTF) Vote
 - Two rubrics were used by 6 USAC members to score applications and interview performance
 - Based on the ranking of scores, the task force selected 10 applicants to become new members
 - NMTF discussed the representation of the committee makeup to ensure that demographics, departments, tenure, etc. were varied based on the makeup of the candidate pool
 - Currently 3 alternates selected
 - Discussion about new recruitment opportunities moving into next year (building a deeper relationship with staff constituents to encourage new members; reaching out to managers who may suggest USAC as a professional development opportunity to their staff)
- Bylaws Procedural Review/Vote
- Motion to approve the 2018-2021 USAC new member cohort list (and the order in which alternates are listed) was seconded and approved.
- Motion passed unanimously.

Announcements
Adjournment

