

UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Agenda

January 10, 2018

Dave Griner Room

8:30 – 10:30 a.m.

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

Call to Order

Adoption of the Agenda - approved

Approval of the Previous Meeting Minutes - approved

Executive Committee Reports

Chair:

- USAC 1st Semester Review
 - New Member Orientation and Retreat
 - New Member Packets
 - USAC Mentor Program
 - Optional 1:1 meetings with USAC Chair
- Staff Appreciation Week and Football Game
 - Deeper engagement with SAW events
 - Greater presence on regional campus
 - 900 cups of ice cream served
- Communications
 - Continued efforts with USAC Facebook and Twitter platforms
 - Creative and active engagement on USAC LinkedIn account
 - Constant Contact contract
 - Development of supervisor letters
- Engagement with President Drake
 - 1:1s with Chair and Vice Chair
 - USAC Lunch around Strategic Plan
 - Conversations with the President event (New title, New format, publication on OSU media channels)
- Engagement with Senior Leaders
 - Hiring and arrival of Susan Basso
 - USAC meeting with Provost McPheron
 - USAC brownbag with Geoff Chatas
- Campus Collaborations
 - Communications with USG regarding student loan debt
 - University Senate
 - PPCW and how our groups can connect and amplify efforts across campus
 - Regional Retreat in early November
- Staff Cash Distribution
 - USAC leadership engaged in dialogue, initial communication in early September, distribution was sent to 8,700 staff members in December 2017)
- Closed the loop on some major projects that USAC has engaged in over the years

- Rewards and Recognition
 - Staff Career Development Grant funding increase
 - Modifications to the Employee Emergency Fund (EEF)
- Subcommittee and Taskforce Efforts
 - Diversity & Inclusion: listening sessions, conversations about long term impact
 - Outreach & Engagement: multiple early fall events, Conversations with the president event, revamping the Hidden Benefits Fair
 - SCBS: Rewards & Recognition, Enterprise Project, OHR Strategic Plan impact
 - Governance: Identification of USAC parliamentarians, Review of Robert's Rules of Order, 2018 Bylaw Review, major committee appointments
- USAC Service:
 - Volunteering at local food pantry and Star House
 - School Supply Drive
- On the Horizon in 2018:
 - New member recruitment
 - USAC executive officer elections
 - Staff Benefits and Wellness Expo in March
 - USAC Report Completion and Socialization
 - 2nd Conversations event with Susan Basso
 - Collaborations with the Buckeye Portal for Inclusive Excellence
 - Continued partnerships on the Enterprise Project
 - Ongoing development of any USAC recommendations
- Election Taskforce: 3rd year members (Cindy Davis, Niki Prete, and Megan Sayres)
 - It is their role to ensure that the elections be conducted in a fair and unbiased manner
 - If new bylaws are not voted upon and approved by the President by the time of elections, old bylaws will be followed
 - Elections will be the first business meeting in April
- If anyone is interested in helping to develop the Final Report to the President, please contact Liz

Chair Elect:

- New Member Taskforce updates: 14 USAC members have expressed interest
 - 1-2 USAC members at Information Sessions to answer questions
 - 5-6 USAC members will sit in on interviews
- Emails will be sent to: regional SACs, local SACs, and interested staff to encourage applications
- Conversation with Nina Brooks to get an implicit bias training for the New Member Taskforce as well as USAC in general (ODI offers a focused course for groups doing interviewing and selecting);
- Website has been updated with New Member information
- Discussion of future agenda items

Communications:

- Working on publicity on upcoming benefits fair;
- Publicizing for new member recruitment is live
- The most recent newsletter that went out had the highest open rate so far (47%); the link to newsletter was also sent out on social media
- All staff newsletter will be sent out on January 15



- Food drive is coming up so Niki has been working with Kris on marketing for that as well
- Staff Grants are open and communications is ongoing
- USAC Group Photo is on the website

Treasurer/Recorder:

- Working with HR to update financial records for the 1st half of the year
- Working with O&E to get approvals for upcoming Hidden Benefits Fair

Subcommittee Reports

Governance:

- Grants are open through January 31; will be looking for USAC members to review
- Review period will likely be February 9 – 21
- Working to schedule the rest of the external committee reports by the end of the year
- Bylaw review update will be available within the next two business meetings

Staff Compensation & Benefits (SCBS):

- USAC Report updates (draft currently on Box if anyone wants to take a look)
- Subcommittee will be meeting soon
- Tracy Pawlowski will be on the agenda at a future business meeting to discuss updates to the Enterprise Project
- If SCBS can assist with the Wellness Expo, please let them know

Outreach & Engagement (O&E):

- Vendor information for the Benefit & Wellness Expo
 - Trying to get Brutus Buckeye there for a brief visit with staff
 - Hoping to build a better registration website communication for vendors moving forward
 - First round will go out to priority vendors, including OSU groups and financial vendors; second round will go out to nonpriority vendors, new vendors, etc.
 - If you know of vendors who provide discounts to OSU staff, please talk with Kelli
 - 55 tables is the maximum in that space
 - OSU departments are charged less than external vendors
- Planning to do another potluck at a future business meeting in the Spring (Kelli will send out a sign-up)
- Food Drive planning
 - If you are willing to host a box, please contact Kris
 - Possible themes include: Make Your Heart Happy, Hungry Hearts, Take a Bite out of Hunger, Get in the Mood and Donate Food;

Diversity & Inclusion Taskforce:

- Buckeye Portal for Inclusive Excellence – very new initiative and D&I is hoping to connect with the Portal Team to see if they can present to USAC about the goal of the portal
- Will touch base with Molly and Nina in HR regarding feedback from Listening Sessions, next steps, updates on the D&I committee in OHR to see how USAC can partner with them
- Discussing the possibility of doing listening sessions at regional campuses
- Governance had worked to bring in the staff appointee to the Senate Diversity



- Committee to give a report
- Ongoing discussion regarding what D&I information to include in the final report to the President

OHR Liaison Report

Old Business

New Business

- Workplace Violence Policy Discussion by Lynn Carter, OHR Policy Coordinator and Michelle Gaines, Policy Owner
 - Why are here?
 - Outreach and inclusiveness on the front end of policy revisions
 - Gathering input from stakeholders prior to finalizing revision language
 - Discuss your observations regarding the impact of the policy's current language
 - Revision Rationale
 - Background regarding existing policy & the importance of having a workplace violence policy in place
 - Ensure that policy language, policy definitions, policy details, and policy procedures reflect the title and intent of the policy (clarify definitions and make these consistent across the policy)
 - Align the policy language with the Medical Center's workplace violence policy
 - Next Steps
 - Meet with other university stakeholders
 - Finalizing policy language and sending proposed revisions to university community for feedback
 - Target effective date is Spring semester
 - Question & Answers:
 - Is the policy inclusive of both physical and mental abuse?
 - The policy is designed to address physical violence, although the university is committed to addressing other types of violence as well
 - Once this policy is revised, phase two will be to address other forms of violence in the workplace as well (bullying, verbal harassment) and working groups will be put together to explore how to address these issues
 - How many investigations are typically addressed each year? Less than 15 per year (5 consultants total)
 - How does the policy take into account mental health issues for potential perpetrators? These issues are taken into account and influence what type of corrective action or solutions may be necessary
 - In terms of disciplinary action, how do the consequences of violating the workplace violence policy change based on whether or not the perpetrator is faculty, staff or student?
 - The disciplinary process for faculty goes to the "04" committee to determine disciplinary action, while corrective action policies only apply to staff;
 - For faculty, if there is a finding of sufficient evidence and the person is up for contract renewal, their contract is not renewed. If a Dept. wants to terminate them prior to the end of their contract term, then that faculty member is entitled to the "04" process.
 - More information about the –"04" Committee:



<https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html> (3335-5-04 Hearing procedures for complaints against faculty members)

- Can you speak more about perceived threats (i.e. bullying, stalking)?
 - Stalking is covered in the Sexual Misconduct Policy
 - When situations regarding threats arise, a -Crisis Assessment Team is assembled (EAP, Campus Police, Legal team, etc.) to discuss interim measures to put in place based on information available
- Concerning managing environments and scheduling workplace violence training, has there been discussion around establishing a central training or materials that can be provided to various units across campus?
 - They have revamped the policy training available on BuckeyeLearn (one for faculty/staff and one for managers)
 - Once the policy has been revised, additional trainings may be made available online (in-person training has not been provided in the past, but it is possible)
- Are there accountability measures in place ensuring that units *are* receiving this training?
 - Discussion around this is currently ongoing in determining how to ensure accountability of policy training, as the power to require such training is lies within the unit
- How does this policy take into consideration social media?
 - The university doesn't currently have a social media policy, but policy language may refer to threats of violence "in any medium"; there are plans to finalize the social media policy at the university to ensure continuity across policies
- Is the reporting of workplace violence required?
 - The policy language does not currently require that at this point and there is no mandated reporting
 - Units are not required to report workplace violence, although it is strongly encouraged
 - OHR does not have the capacity to mandate that decentralized units report incidents
- Can you speak to disciplinary actions or issues surrounding performance management complaints?
 - There are instances where employees are not pleased with their reviews and may complain, but the employee and labor relations consultants do not track these
- Can you speak about whistleblower policies?
 - The university does have a whistleblower policy and has zero tolerance for retaliation

Announcements

- Save the Date: USAC Happy Hour- 1/18/18 @ BRAVO, 5 pm.
- When Tom and Liz have scheduled 1:1s with senior leaders, those agendas are circulated throughout the USAC Executive Committee; these agendas can be found on Box; if you ever have additional thoughts you'd like to add, please notify Tom or Liz

Adjournment

