

# UNIVERSITY STAFF ADVISORY COMMITTEE

## Business Meeting Agenda

January 24, 2018

Dave Griner Room

8:30 – 10:30 a.m.

**In Attendance:** Traci Laub, Abby Whaley, Jodie Joerg-Andreoli, Courtney Sanders, Andrew Jordan, Stacey Copley, Aaron Moore, Tim Lombardo, Sunny Zong, Christine Benadum, Twhila Holley, Megan Sayres, Lisa Mayhugh, Marilyn Frueh, Cesar Seguil, Cindy Davis, Liz Gordon-Canlas, Niki Prete, Megan Hasting, Tracey Pawlowski

### Call to Order

### Adoption of the Agenda

### Approval of the Previous Meeting Minutes

### Executive Committee Reports

#### Chair:

- USAC Report Work Groups
- 1:1s with Provost McPheron and Susan Basso
  - What four questions would academic unit staff members have that they would want to present to their deans? Liz presented this question to SCBS to determine the best method to gather this information from staff (listening sessions, surveys, SACs in colleges)
  - Meeting with Susan Basso – full hour to discuss changes to the Employee Emergency Fund (EEF at Penn State was endowed, which operates more sustainably than non-endowed funds); USAC will work with leadership to create a more sustainable funding mechanism for EEF to ensure that funds remain available moving forward
  - Susan Basso will attend the second February business meeting, and she will also participate in a May Conversations event

#### Chair Elect:

- 1:1s with Provost McPheron and Susan Basso
- Wooster meeting recap
  - Tom went to all-staff meeting in Wooster, and will try to attend all-staff meetings at other regional campuses once dates are finalized

#### Communications:

- Shared flyer and tote bag design for the Staff Benefits and Wellness Expo
- All co-sponsors will be included in write-ups online and text advertising
- Possibility of adding the event to Virgin Pulse as a challenge for points
- Ask Byrne if she can help to publicize through Wellness Innovators

#### Treasurer/Recorder:

### Subcommittee Reports

#### Governance:

- SCDG Review Refresher
  - No changes to what the applicant sees, although the rubric is updated (so there are changes to what the reviewer sees)

- Must attach all supporting documentation;
- No advantage given to group applications
- New scale to rate criterion and award points for section 2
- Added more descriptors to discern points ranges

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

- Met with Christine O'Malley this week: will help publicize the Expo; Open Enrollment Work Group meeting this Friday – is there any feedback about the process itself or communications that can be shared?
- OHR Website New Hire website now available if anyone would like to offer feedback on that

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

- Save the date: next USAC Happy Hour: March 15 - BRAVO Cucina Italiana, 1803 Olentangy River Rd, Columbus, OH 43212
- Reminder: Valentine's Day Potluck at 2/14/18 business meeting. Sign-up sheet: <https://docs.google.com/spreadsheets/d/13qMtuDdf1ynWyJDvGYJxVdoytMPbK4Vkf1A6ksqdD8k/edit#gid=788634582>
- End-of-Year Breakfast: working to determine location that allows us to meet federal per diem (other possibilities: RPAC, Mason Hall Rotunda)

**Diversity & Inclusion Taskforce:**

- Taskforce is working on gathering data and suggestions on the future of the taskforce and will report back to the committee later in the spring

**OHR Liaison Report**

- Tracey Pawlowski – OCM Enterprise Project Updates
  - Organizational Change Management Plan updates
    - Approximately 22 team members looking at how campus will adapt to change and implement the Enterprise Project (finance, HR, and student systems)
    - Three components to the team:
      - stakeholder engagement: change network, working with senior leaders, advisory groups
      - communications: written, presentations, website, other media
      - learning: training needs, job aids, demonstrations
    - timeline through October 2018 (see PPT)
  - Change Network newsletter goes out in February and staff may opt-in to receive these monthly communications
    - How will people know that they can opt-in for updates? Leaders of units will need to appoint change coordinator(s) within their college and VP units to disseminate communications (units will go through readiness check points to make sure they are on target)
  - For units who would like Enterprise Project personnel to provide updates, please email [enterpriseproject@osu.edu](mailto:enterpriseproject@osu.edu)
  - Anticipated “Go Live” date for HR & Finance: July 2019
  - What key dates/projects should be on the USAC radar?



- February/March 2018: Step 3 Sessions (gathering feedback on 'epic' topics: recruit-to-hire, terminations, etc.)
- March/April 2018: Architect phase ending, Customer Confirmation Sessions begin
- Late Summer/Early Fall 2018: key time to gather feedback for learning curriculums
- With regard to training, how will you identify who will need training? What will it look like?
  - Trainings will be role-based (required security roles needed to access systems/do a job; currently finalizing their learning approach); trainings will be blended (job aids, inter-system help text, e-learning online classes, webinars, instructor-led trainings, demos)
- How will regional campuses access instructor-led trainings? The team will dive in to these topics later in the spring

### **Old Business**

### **New Business**

- Updates from Rec Sports Council appointee, Brian Keller (Director of Support Services, Arts & Sciences Tech)
  - Rec Sports Council is strictly focused on the student experience, whereas the staff experience is more peripheral
  - Restructuring of student clubs (due to safety issues) to consolidate and reclassify clubs by risk categories; high risk clubs are then given more resources (medical, training) to reduce medical-related injuries
  - Jesse Owens west fields are no longer there due to Cannon Drive project, with plans to open a new set of fields on West Campus (Prairie Fields along Lane Avenue, east of the State Data Center);
  - New login system for employees (with better data analysis possibilities in order to tailor better programming); staff will be able to be represented more clearly on these metrics (i.e. what time of day staff use the facilities, etc.)
  - North Rec Center opened and is available to use, with multi-use space
  - Will vote on a fees-change on Friday (details not currently available); typically fee changes include equipment fees and space rentals;
  - Committee makeup: while other staff are involved in committee proceedings (report-outs, etc.), most members are students and the USAC representative is the only full-time staff
  - Primary purpose of the committee is to serve as an advisory body to Rec Sports only

### **Announcements**

- President Drake will deliver State of the University address 1/25 at 3:30 p.m.
- Health Athlete event on Friday
- Niki has been posting about Buckeyes Act – new module available (Catharsis) so there is a desire to have USAC representatives at the unveiling (2/1/18 at 2 p.m.)

### **Adjournment**

