

UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes

October 25, 2017

David Griner Room

8:30 – 10:30 a.m.

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

Call to Order

Adoption of the Agenda

- 1st: Kris; 2nd: Chrissy
- Motion passed, agenda approved.

Approval of the Previous Meeting Minutes

- No corrections; 1st: Tim; 2nd: Chrissy;
- Motion passed, minutes approved.

Executive Committee Reports

Chair

- Enterprise Project – Ann Massarro's visit to 11/8 business meeting (Lead for Change Management)
 - Are there any questions or topics that Liz can send to Ann in advance?
 - How Change Management fits into the larger Enterprise Project, and how communication is integrated;
 - Which staff positions will be impacted/eliminated by the Enterprise Project?
 - How are subject matter experts included in the architecture phase?
 - Are there any anticipated changes/staff impacts that they can communicate this early in the process? What is the timeline for when we expect to see these impacts taking place?
- Debrief – Brownbag with Geoff Chatas
 - Very positive feedback; was helpful to brainstorm ideas with Geoff
 - The conversation opened up further opportunities for engagement
 - Possibility of town hall
 - Additional opportunities to support staff with endowment funds
 - Discussion of timeline for future town hall events
 - Since the strategic plan is organized by 5 pillars, can we schedule town halls based on the strategic pillars?
- Buckeyes ACT Update
 - Ohio State's committee/think-tank/collaborative to discuss how the university responds to federal guidelines regarding Title IX reporting, sexual misconduct
 - 3rd year of Campus Climate Survey; no tremendous statistical changes, but reporting data has increased
 - Many representatives from OHR, college leadership, OSUPD, Title IX Compliance Office
 - Federal policies change with changes to federal leadership
 - How can we help staff understand their role and interaction with Title IX, sexual harassment/misconduct policies?

- Vacancy on USAC Committee
 - Jerri Dillard has stepped down from the committee, and since there are still 2 years left on her term, we will be filling this position
 - Vacancies are fulfilled based on what is left on the term, but it is not required to fill it;
 - The Governance subcommittee advised on the procedure
 - Typically, alternates (who were already approved by the Office of the President) are notified of the vacancy first, but once the alternate list is exhausted, we may consider other possibilities
 - Current alternate consideration is a staff member in OHR, focusing on worker's compensation and disability rights; only one alternate currently
 - Motion to approve Tracey Laud as alternate to fulfill vacancy
 - 1st: Tom, 2nd: Aaron
 - Motion approved.

Chair Elect

- Agenda Planning for the remainder of the year:
 - 11/8 meeting: Ann Massarro, Byrne Melnick (Health & Wellness), Jerry Raymond (Senate Fiscal Committee)
 - 11/29 meeting (no meeting Thanksgiving Week): OHR to discuss Virgin Pulse software; Conversations with the President preparation
 - 12/13: Governance guest, Kevin Petrilla

Communications

- Results from the vote regarding the name for the upcoming Benefits Fair
- 40% in agreement: Staff Benefits & Wellness Expo will be the new name (hosted by USAC in collaboration with our Health & Wellness partners)
- Attended One University Faculty and Staff Subcommittee meeting
 - Sub-committees based off on wellness pillars;
 - Emotional wellness subcommittee: "Just Breathe" campaign to promote emotion wellness;
 - Financial wellness subcommittee (collaborating with Central Marketing regarding staff benefits),
- Continuing preparations for Conversations with the President event, how to gauge audience, gather questions & feedback, etc.
- Newsletter will hopefully be sent out around 10/27;
- campus-wide staff email can only be sent out 2-3 times a year, so how can use this messaging tool most efficiently?

Treasurer/Recorder

- Notoriously long procurement process
- Up to date on e-requests, waiting for approvals
- Leaving at 10:00 a.m.

Subcommittee Reports

Governance

- Thanks to those of you who have provided feedback on bylaws, but it is highly encouraged that those who have *not* sent feedback to do so by Monday, October 30.
- Because current bylaws are so prescriptive, Governance will be editing out a lot



of detail, so input is critical

- Governance will be meeting Molly Driscoll in OHR to discuss next Staff Career Development Grant cycle (can we align the grant process with the Strategic Plan?)

Staff Compensation & Benefits (SCBS)

- Upcoming meeting with Tammy Jones and Michelle Bondurant soon to discuss Total Rewards
- Re-energizing Class & Comp project (especially in the wake of the Enterprise Project); how can we learn more about the process behind classification?
 - Discussion about the complexities of Class & Comp, how it affects staff, and how the university communicates it

Outreach & Engagement (O&E)

- Regional Staff Retreat – November 3rd (at least one representative from each region attending);
- Upcoming Star House volunteer opportunity this Friday; spots still open if you'd like to volunteer!
- Registration for Staff Benefits & Wellness Expo – working on new site (Cvent)

Diversity & Inclusion Taskforce

- Had meeting with Molly Driscoll's team (including Terra Metzger & Nina Brooks new Learning & Development consultant for D&I opportunities)
 - ERG implementation: still working on implementing ERGs on campus side (as they currently exist on Medical Center site)
 - Currently working on how to fund/support ERGs on campus side (best practices for establishing ERGs, how to support programming)
- Focus groups sessions are complete; D&I met yesterday to analyze responses and determine common themes;
 - For second and third session, they added one question: "What is your perspective as a staff member in terms of culture and climate when it comes to diversity and inclusion?" – very helpful responses

OHR Liaison Report:

Guests:

Old Business (*anything left from last meeting or previous meetings that needs discussion*)

New Business (*anything being brought up for first time*)

- Preparation for Conversations with the President event
- Feedback on New Member Engagement: Breakout Sessions
- Upcoming meeting with Susan Basso
 - What impression do we want her to have of USAC?
 - What questions/topics do we want to discuss with her?

Announcements

Adjournment

