

UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Agenda

August 9, 2017

David Griner Room

8:30 – 10:30 a.m.

In Attendance:

Liz Gordon-Canlas, Tom Gessells, Christine Frankart, Ginny Corso, Tim Lombardo, Chrissy Sprouse, Marilyn Frueh, Jerri Dillard, Lisa Mayhew, Kelli Kaiser, Sonny Zong, Cindy Davis, Megan Sayres, Morgan Buckner, Aaron Moore, Twhila Holley, Abby Whaley, Courtney Sanders, Stacey Copley, Christine Benadum, Cesar Seguil, Niki Prete, Melanie Baker, Kris Myers,

Guest:

Compliance Overview: Christine Frankart, Assistant Compliance Director, Office of University Compliance and Integrity

Please see PPT presentation for full details

- Enterprise Compliance: “Circle of Love”; proactive model that includes:
 - legal & regulatory requirements
 - risk identification (regulatory inventory, risk assessment, and strategic planning)
 - communication (policies and training)
 - operational controls
 - evaluation (testing and monitoring)
 - issue response (internal audit results, investigations, public records, remediation)
 - leadership engagement
- What is [a] policy?
 - “University Policies”; “rules”; “regulations”
 - A principled course of action taken by an entity (a noun twice over: a decision, and a decision memorialized in writing)
 - Integral to the success of the compliance programs
 - Addresses issues that have emerged as a result of:
 - Federal, state, or local legislation or regulation;
 - Incidents or trends that emerge within or outside the university; a shift in university values or priorities;
 - Concerns raised by the university community, other sources
- University Policies principles:
 - Support the university’s mission, vision, and values
 - Applicable across the institution;
 - Support equity, integrity, and simplicity in policy process
- History of Policy
 - Policies used to be printed in green operating manuals;
 - 2007: Eunice (former ex-officio HR member for USAC) began to inventory policy documents, which went to Senior Management Council (SMC, aka “Provost’s Cabinet”); adopted officially in 2008



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- Process began to be streamlined, sources put online
 - 2013: “Tattoo-Gate” and Protiviti report led to establishment of the Office of University Compliance and Integrity (OUCI); university policies became staffed (two FTE) and moved to OUCI
- Offices responsible for policies: OUCI, OHR, OCIO, A&P, Research, B&F, Advancement, OAA, Legal Affairs;
- OSU has approximately 130; other institutions have 400-500; our policy people also belong to the Association of College and University Policy Administrators, to assist with benchmarking, cross-institutional cooperation
- 5 policy actions:
 - **Issue** (must go through entire university policies and signature processes; i.e. Drone Policy)
 - **Edit** (non-substantive changes and/or correction of error)
 - Coordinated by the Responsible Office Policy Coordinator
 - Does not require signature process
 - **Revision** (substantive content changes)
 - Must go through university policy and signature processes
 - Minor revisions and those mandated by federal and state law or regulation *may* go through an expedited process
 - i.e. Sexual Misconduct Policy Updates
 - **Review and Confirm** (assessed and content is found to be current)
 - Can contain edits, does not require signature process
 - Typically on a five-year clock
 - **Retire** (requires rationale and signature processes)
- Intentional Design
 - Using gender-neutral language, working on accessibility, using – and sticking with – a template, using brand guidelines
- USAC and the Policy Review Process
 - OUCI relies on USAC as the voice of staff!
 - 4 week commitment period; always includes a USAC meeting
 - OUCI is happy to bring in a content expert for a given policy
 - OUCI will collect feedback as bullets or embedded comments with track changes
 - All feedback is considered by the policy writing group
 - All policies receive an editorial review at the end
- Points to Ponder when providing feedback:
 - Does the title convey the topic being covered?
 - Is the purpose clear?
 - Does the audience seem appropriate?
 - Are the definitions clear? Helpful? Is anything missing?
 - Does the language make sense?
 - Is there a need for clarification on some items?
 - **Is it clear what is being expected of you?***
 - **Would you know what to do to implement the policy?***
 - Is something tone deaf? Not realistic?
- Discussion:
 - Issue with union representation
 - How can we differentiate between policies and common practice
- Policies to Look Forward to in 2017-18



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- Web Accessibility to Digital Accessibility revisions
- Intellectual Property, Patents, and Copyrights
- Governance Document Framework
 - See page 21
 - Must honor transparent policy process while pushing policies through as efficiently as possible to align with Enterprise Project timeline
 - What applies only to issuing unit? What practices are linked to policy? How do we collect and manage local governing documents?
- Inventorying:
 - Identify documents or written guidance to help Christine inventory (document distributed at meeting)

Items for Group Discussion:

- Brief overview of Enterprise Project (Led by Liz)
 - **WHAT** is it: A long-term initiative for comprehensive business transformation
 - more than an IT replacement project;
 - it will transform how work gets done at Ohio State to include:
 - enhancing service delivery for the entire university community
 - eliminating inefficient and/or redundant processes;
 - shifting focus from transactional tasks to more strategic initiatives;
 - improving access to data and information to support decision-making
 - **WHY:** This shift will be necessary to realize critical efficiency gains
 - EP will be a primary component of the university's strategic direction of becoming a top tier academic and research institution
 - Opportunity to make OSU the most efficiently run University
 - **HOW:** we will rethink how we are organized and the processes needed to deliver services
 - strategy drives process, so our decisions will not be driven solely by the technology or by current processes
 - work smarter, not smaller
- SCDG Grant Review Training (Led by Governance subcommittees)
 - All individuals who did not *opt-out* should have been emailed an invitation to look at Box files
 - The scorecard has space for each of the three reviewers to input their scores
 - There is also a "rubric scoring tool" in excel, which is formulated to put an "X" in the box, and it will automatically give you your score
 - Step 1: Score applicants in the Scoring Tool
 - Step 2: Add the scores to the Scorecard with the rest of your review group
 - 202 applications (some were removed due to their request for tuition)
 - All reviews should be completed and **uploaded to Box** by August 23rd

Chair Elect:

- Standing Items



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- Liz and Tom are putting together a two-year vision to enhance continuity among chairs from one year to the next
- If you have comments on what this should look like, please contact Liz and Tom
- This vision will be centered around outcomes of the USAC Retreat

Communications:

- Standing Items:
 - Constant Contact still under legal review;

Treasurer/Recorder:

- Standing Items
 - Approval of Business Meeting minutes: motion: Marilyn; second: Cindy

Subcommittees:

- Governance:
- Staff Compensation & Benefits (SCBS):
 - Will be meeting next week to finalize goals
- Outreach & Engagement (O&E):
 - School Supply Drive reminders; Kelli will send out an email about how to drop off supplies on Friday;
 - Potluck is Sunday: please sign up!
- Diversity & Inclusion Taskforce:
 - Met to discuss updates regarding focus groups

OHR Liaison, Tracey Pawlowski:

Look Ahead:

Don't Forget: USAC Potluck, Sunday 8/13 at 11:30 a.m. at Fred Beekman Park;

AUGUST 2017						
S	M	T	W	Th	F	S
		1*	2*	3*	4*	5
6	7*	8*	9*	10*	11*	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 2 USAC Exec Mtg. 8:30-10:00
- 9 USAC Business Mtg. 8:30-10:30
- 23 USAC Business Mtg. 8:30-10:30
- 25 Board of Trustees Mtg.

*School Supply Drive

