

UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Agenda

September 27, 2017

David Griner Room

8:30 – 10:30 a.m.

In Attendance: Tom Gessells, Aaron Moore, Andrew Jordan, Ginny Corso, Tim Lombardo, Stacey Copley, Christine Benadum, Abby Whaley, Sunny Zong, Chrissy Sprouse, Kelli Kaiser, Lisa Mayhew, Marilyn Frueh, Jodie Joerg-Andreoli, Megan Sayres, Courtney Sanders, Cindy Davis, Liz Gordon-Canlas, Morgan Buckner, Megan Hasting, Niki Prete

Chair:

- Review of meeting with President Drake
 - Discussed the upcoming “Conversations with the President”, his guidance on expectations for the event, and suggestions for formats
 - Recent Access and Affordability news
 - He is looking forward to lunch with USAC next week!
 - Parking – we are at a critical moment for discussing the issue as it is a major culture change for campus; how can we continue to participate in that conversation? Emphasis on communications management
 - Lisa Mayhew attended the Council on the Physical Environment mtg. (2 USAC members sit on this committee); discussion on parking, how we envision parking to be in the future
 - How can USAC be part of the productive conversation in order to convey the message to staff so that they are aware with what solutions are feasible and what the end-goal would be?
 - Liz is working to find someone to come to a business meeting to discuss Framework 2.0
 - We are becoming a pedestrian campus – how do we help transition staff to this reality?

Chair Elect:

- Upcoming meetings with Susan Basso, OHR
- Attended a One University Health & Wellness Council meeting
 - Helping the council to validate/update their strategic plan;
 - Byrne would love to come back to a USAC meeting in the future

Communications:

- P.O. created for Constant Contact, so a newsletter shouldn't be too far away
- Senior Marketing Council
 - Focusing on the strategic plan; would like time at a future meeting to discuss how USAC is meeting the goals of the Strategic Plan so these efforts can be highlighted
- Please continue publicizing USAC events to your units, neighboring departments (D&I Focus Groups, Conversations with the President event, Local SAC Retreat)
- Niki would like to start bringing USAC Hot Cards to meetings so everyone can pass out information about USAC to their colleagues as a grassroots effort to reach out to other staff
- Discussion of other methods of spreading the word about USAC (USAC Computer Screen slideshow, posters around campus)



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Treasurer/Recorder:

- No changes to last meeting's minutes; Motion to approve: Ginny; Second: Tim
- Meeting with Nichole Root to establish an expenditure timeline to ensure that USAC is being a responsible steward of university funds, giving enough time for the procurement process to be completed

Subcommittees:

- Governance:
 - Currently doing an initial review of the USAC bylaws; will bring to USAC business meeting in mid-October regarding updates/changes
 - Two new Co-Parliamentarians to train USAC on Roberts Rules of Order: Sunny Zong and Abby Whaley
 - Will bring in USAC reps who are on external committees to continue to improve communications about their roles
- Staff Compensation & Benefits (SCBS):
 - They were supposed to meet with Joanne McGoldrick, but the meeting was pushed back
 - Andrew met with Christine O'Malley – OHR Communications Consultant to discuss how to partner and communicate "Total Rewards" concept for staff;
 - REACH Suicide Prevention Training was scheduled for October 18
- Outreach & Engagement (O&E):
 - Tailgate was a great success; USAC table saw a lot of traffic!
 - People had trouble finding beverages, shortage of water
 - Buckeye Food Alliance volunteering was 9/26 but O&E is meeting with the organization next week to discuss future opportunities
 - Star House volunteering at the end of October
 - Creating a bi-monthly USAC Happy Hour (1st: November 16)
 - Hoping to do a few potlucks at the meeting:
 - October 25: Halloween theme
 - February 14: Valentine's Day theme
 - Regional SAC Retreat, 11/3
- Diversity & Inclusion Taskforce:
 - Listening Session details live on the website; please share with your units!
 - Since there are only 40 spots per session, is it possible for USAC to volunteer or help out some other way?
 - Is there a way to generate feedback outside of the listening sessions? Possibility of surveying staff, asking staff to email us
 - PPCW Meeting later in the semester to discuss the possibility of sharing recommendations related to D&I

Guests:

- **Affirmative Action, Equal Employment, Non-Discrimination/Harassment Policy**, Lynn Carter, Consultant & Policy Coordinator, OHR Employee & Labor Relations (9:00 - 9:30 AM)
- Equal Employment, Nondiscrimination, Harassment policy is being split apart
 - Complaints related to the nondiscrimination part of the policy were frequent, as the language within the policy doesn't necessarily speak efficiently to this part of the policy; few references to how AA is defined;



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- Affirmative Action (AA) section will be a revision, while the Equal Employment Opportunity (EEO) will be an edit
 - There will be more definitions around the AA policy; responsibilities of managers, leadership to ensure that action is consistent with the plan
 - Terra Metzger, AA Coordinator, is responsible for the plan being carried out and acted upon appropriately; she will notify the campus community about the requirements and regulations for the plan;
 - How are we doing based on the comparison to the market? How can we improve our recruitment and retention strategies;
 - The language is being revised, but it will go out for university feedback;
 - Are there other institutions that have combined policies? Separate ones? Benchmarking data varies;
 - University Policy needs one month to review, and they will then send it out for review; while the review is out, feedback is integrated; They would like the policy finalized by December;
 - What are some of the major issues that caused the separation/combination of the policies historically? Changes in leadership, campus culture may have influenced the decision to combine, separate, etc.
 - At this time, the best approach moving forward is to clarify the policies so that AA doesn't get lost within the larger EEO policy
 - There are currently no references to pay gaps due to gender on the EEO side, as compensation policy is likely to change based on the Enterprise project; However, we currently investigate allegations of gender discrimination as it relates to pay. We do so under the non-discrimination language that will be a standalone policy after the revision. We can certainly review additional language when we revise that policy, but I wanted your membership to know that existing policy language can be used to evaluate those concerns.
 - Are there State guidelines we need to follow or are we evaluated? We have to report to the State of Ohio once a year and we are finalizing an audit by the federal government;
 - The policy currently includes several different laws (ADA, Age Discrimination, Title IX, etc.), so it makes sense to separate the policies to provide more in depth guidance for each one
 - Read the current policy here:
<https://hr.osu.edu/public/documents/policy/policy110.pdf>
 - For questions or suggestions, email carter.272@osu.edu
- **Provost Bruce McPheron Visit (9:30 – 10:00 AM)**
 - Framework 2.0 and Large Changes for Ohio State
 - Encourages USAC to schedule Framework 2.0 presentation (which will speak to Cannon Drive project, as well as High Street renovations)



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- The Cannon Drive Project's fundamental goal is to reduce flooding and prohibitive insurance costs
 - the western side of the Cannon Drive project will release space that will allow Ohio State to meet sustainability goals (making the river a centerpiece of campus and develop a district-level stormwater strategy; the east side will release space for new buildings)
- More information on Framework 2.0:
<https://pare.osu.edu/framework>
- Ohio State to cover full cost of tuition for Ohio Pell families
 - Yesterday's announcement that \$300m of the Energy Partnership Funding will be invested out of our endowment (\$111m/year) to ensure that all Ohio families who are median-income and below and anyone who is Pell-eligible will be able to attend campus in AU18 with an aid package that covers the full cost of tuition and mandatory fees;
 - Will affect approximately 3,500 students at the Columbus campus
 - It is a tuition-gap coverage, not a total cost coverage of attending (living expenses is larger than tuition and fees)
 - 22% of students on the Columbus campus are Pell-eligible
 - On at least two regional campuses, nearly 45% of students are Pell-eligible; if we were to include regional campuses today, it would be an additional \$3.5m/yr.
 - Making tuition of no-cost to families may improve recruitment rates to Ohio State; leadership is undergoing modeling to determine impact on enrollment
- Strategic Plan
 - Teaching and Learning
 - Access and Affordability
 - Research & Creative Expression
 - Academic Medical Center – this is a watershed moment in the life of the university; this is the first time that a strategic plan at the university level that has highlighted the academic health system;
 - Operational Excellence – last year, Ohio State's revenues were \$6.8 billion, expenditures were \$6.2 billion
 - Are we as operationally efficient as we can be?
 - Are the things we're doing really accomplishing our goals of creating the kind of enterprise that we want to have?
 - Piloting the travel portal (are we as efficient with our travel as possible? How can we improve?)
 - Ensuring that we have the staff perspective in every conversation; Susan Basso at OHR will be a huge asset
 - How will the Enterprise Project allow us to achieve operational excellence? Are we ensuring that someone who walks in the door on their first day as an employee sees a career path here?
- Questions:
 - Regional campuses are challenged economically due to low enrollment, high cost, etc. – how can leadership assist these



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campuses and make them a priority?

- The University is committed to supporting the regional campuses, but implementing solutions takes time and is multi-layered;
- There are many changes happening at Ohio State right now; what is one piece of advice for USAC as we consider our strategy during this time of transformation?
 - Leadership does not always hear from all staff members, so USAC must be committed to asking those tough questions
 - Help us create a culture of agility and adaptability; things are changing, so how can we make it as comfortable of a transition as possible? How can USAC be an agent of change to embrace the change ahead?

Items for Group Discussion:

- Feedback on SCDG Grant Review Process (8:30 – 9:00 AM)
 - We are currently in a transformative time with the grant process, so we can discuss changes to the grant process itself (funding levels, schedule of grant process, etc.)
 - Gaps in Training?
 - Questions typically do not come up until you're actually reviewing
 - Issue with rating groups and individuals differently; would it be possible to rate and rank groups and individuals separately?
 - Some guidance may be needed in terms of thoroughness; some may be very detailed, while others are very short/succinct but they touch on the key points in the rubric. How should we rate these applications using the rubrics?
 - That may just be the nature of this rubric in order to ensure efficiency and objectiveness in review process
 - History of rubric: Old rubric used to use subjective terms ("excellent", "good") while rubric uses more objective terms to allow all applicants to be considered (some applicants are more experienced with writing than others, so as long as they're meeting the rubric criteria, they should be rated accordingly)
 - How do we ensure that the grants meet the spirit of the grant program? While some meet the criteria, they don't seem like they have the right intent, while others may not meet criteria but are very worthy projects/initiatives to fund
 - Possibility of giving "bonus" points?
 - Staff Tuition Benefit – should staff receive additional funding to pay for something that is already being supported through the tuition waiver?
 - Do we want to increase the number of applicants, or do we want to increase the amount of funding an individual can receive? Especially with conference funds, the grants we provide rarely cover the full cost of the activity
 - Can we provide assistance writing the grant? The issue may be that HR does not have the staff to provide that type of assistance
 - What about a voice-over PPT that doesn't require a lot of staff time to disseminate to interested applicants?
 - Do we currently provide examples of great applications on the website?
 - Previously, USAC did a "Grant Roadshow" to go around to units publicizing the opportunity, the rubric, etc.
 - Can we create a category in order to help those that are trying to better



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- their lives or careers that may not necessarily benefit the university, in order to adjust the process to account for socioeconomic issues
- Possibility of creating a critical priority for the process? Something similar to Critical Difference for Women
 - Grants are not taxed, so they must address the career/university angle at some point (HR helps us navigate the tax issue)
 - The process itself (paper form, signed by supervisor, send digitally) is complicated; can we do a Qualtrics survey instead?
 - Can we share who received grants, the percentage of how many were awarded?
 - When are people notified that they *hadn't* been awarded? By the first week of September, everyone knew the results
 - Data is typically held as to who receives the grant because of the possibility of conflict (especially if staff in the same unit apply); we haven't gotten to a place where there is comfort with that yet
 - Possibility of showcasing winning grants, positive outcomes from the grant
 - How many are awarded that do not use it? Enough to be significant as there is continued conversations around this
 - Can we explore the idea of reimbursement after-the-fact? Some applicants may not be able to wait to be reimbursed for such a long time; Not all departments are able to pay up front
 - Does it matter to us that the home department is willing to pay for it because they don't get the grant?
 - Some units may be able to front the funds until the reimbursement is completed
 - Some units are only willing to fund it *because* the grant is subsidizing the cost
 - Ongoing conversations are important because we want to align the process with the mission of the grant program, while being responsible stewards of the funds

Upcoming Events:

- Please see the calendar of events for upcoming October USAC activities (available on BuckeyeBox)

