In Attendance: Lisa Mayhugh, Sandy Otis, Stacey Copley, Steven Blalock, Chrissy Sprouse, Ginny Corso, Melanie DiFeo, Shea Ryan, Brittany Crall, Christine Benadum, Kaitlin Hohenberger, Steven Loborec, Megan Hasting, Lauren Gannon Evans, Cesar Seguil, Katie Watkins, Courtney Sanders, Tom Gessells, Abby Whaley, Brittany Savko, Twhila Holley, Aaron Moore

Call to Order
Adoption of the Agenda
Approval of the Previous Meeting Minutes

Executive Committee Reports

Chair:

- Andrew and Tom met with Susan Basso meeting on Tuesday
  - She is onboard for the New Buckeye Welcome.
  - Spoke about the spring Conversations event. Definitely wants a lot of interaction with staff. Open to being livestreamed this year. Think about what the best format may be in order to have more engagement with staff. Will talk about ideas at next business meeting
  - Excited that USAC is collaborating with Rob Prisbrey and William Ashley
- Regional SAC meetings
  - Thank you for the overwhelming response for those interested in attending these meetings
  - Discussion with Marion SAC went really well. MSAC is excited about Career Roadmap and regional SAC retreat next year
  - Voiced concern regarding recruiting and time it takes to recruit
  - Newark SAC meeting is today
  - Wooster is scheduled for Jan 14th and Lima is scheduled for Jan 17th
  - Ginny and Andrew to touchbase on Mansfield date
- USAC Shared Governance Proposal Update
  - Senate Steering meeting next week. Proposal is for 5 senators
  - Enhancing appointment process. Modified to appointing staff and will open up applications to all non-bargaining staff. Rubric will be weighted for those that have advocated on behalf of staff
  - By default USAC member on Senate would be on governance sub-committee
  - There will be rolling terms so those serving aren't rolling off at the same time
- New Member Recruitment and Task Force updates
  - Period to apply will be open end of January/early Feb. Andrew will be sending email for those interested in the process. Will need help with interviews and reviewing of applicants
- USAC Annual Report
  - March 28th Annual Report with President Drake
  - Early stages of report layout and content
  - Please give thought on subcommittee content for report
- Agenda Planner
  - Multicultural Center – Fostering Inclusive Organizations and Spaces Workshop and SCDG review refresher
  - Working with Susan and her team to attend future business meeting

**Chair Elect:**

**Communications:**

**Secretary/Treasurer:**
- Meeting minutes from Nov 28th have been posted to website
- Working on travel reimbursements for those traveling to regional campuses
- Working on obtaining approvals for SBWE photographer

**Subcommittee Reports**

**Inclusive Excellence (IE):**
- Accomplished goals:
  - Developed diversity statement for USAC. This will be added to new member application. Statement is now on the USAC website
  - Lena Tenney – worked with marketing/communications on pronouns. Added pronouns to member roster and signatures
  - Added OSU’s ADA resources to USAC website
  - Hosting Multicultural Center – fostering spaces
  - Email sent to female women USAC members regarding Women Staff Perspectives. Please feel free to share with other women staff members
- In progress:
  - Meeting with Tayo Clyburn and Nina Brooks on Friday to talk about leadership series for staff of color. Looked at current staff leadership series and things we can use but adjust for audience.
  - Continuing partnerships with ERGs
- Future:
  - Choosing top 3 for leadership series. Getting together with MCC on hosting workshops for staff
  - Online module for access in BuckeyeLearn – would be good for those serving as Communications Vice-Chair
  - Discussed Paid Leave Programs policy – advocating for floating holidays for those that have different faiths

**Governance:**
- Accomplished:
  - Making sure implementation of new bylaws was successful from last year. Reminder Operations and Procedures manual is on Box
  - Elected another parliamentarian – Sunny and Stacey. Will help run elections
- In progress:
  - Talked about turning external committee reports to an online report. These will then be turned in once a term report
  - SCGD – rely on OHR on grants since they are the owner of process. Big goals for the year are centered around grants. Would like data around impact, what people are doing with grants
    - Would like to share impacts of grants with stories/videos. Still waiting to hear from Veronica with list of names
    - If you know of anyone who has received a grant, please email Lisa/Sunny
with names/stories. Would like to get a testimonial video
- Negative feedback received around grant process and reimbursement process
- Hiccup on reimbursement due to loss of Finance Director. Spoke to Molly regarding lack of communication on reimbursement process.
- Recipients from last winter are still waiting on reimbursement. Recipients have waited 4-8 months for reimbursement. Reimbursement for meals – asking for receipts rather than per diem. Looking at policy
- More specific deadline for reimbursement.
- Tom has contacted Marjie on navigating issue.
- Change for Manager Grant – on hold due to travel policy change

Outreach & Engagement (O&E):
- Accomplished:
  - Ice Cream Social – what will we do for next year? Conversations should start soon for next year
  - School Supply Drive went really well especially with media coverage
  - Staff Tailgate – received positive feedback from event. Anticipate event will continue. Game will be different this year due to sesquicentennial
  - Conversations with President Drake – Kris shared numbers from event previously. Would like to hold event in same space for next year
  - Registration is open for the SBWE. Next planning meeting is TBD
  - SAC Retreat – received positive feedback and had a great turnout
- In progress:
  - Conversation with Susan Basso planning to start
  - Recognition Breakfast in June

Staff Compensation & Benefits (SCBS):
- Goalsetting for year at the retreat. Flex Work, local level rewards and recognition, engaging more strategically with Enterprise Project
- In progress:
  - Flex Work
    - Looking at OCIO and Public Health’s profiles on flex work. Creating scenarios toolkit that will be added to the website. Will send out link to OCIO’s document (also located in Box)
    - Working on how-to guide to help prepare staff to have conversations with managers on flex work
    - PPCW will have a Flex Work Roadshow in Feb/March. USAC to help publicize roadshow. Benefits of flex work.
    - Suggestion regarding manager/faculty supervisor/Dean/Assoc Dean training on benefit of flex work.
    - Suggestion on guidelines on who flex work applies to. Good for front line staff. What about managers?
    - Would it be helpful for departments to hear about what departments are utilizing flex work and how it is beneficial?
    - Trying to get a senior leader to communicate the benefits of flex work and encourage use of it
    - Not advocating for change in the policy. May make recommendations in the annual report
  - Working on the New Buckeye Welcome – will be dovetailed to Expo. Susan Basso will be making opening remarks. Similar agenda from last event but shorter timeframe
• Engage more strategically with the Enterprise Project. William Ashley will be attending SCBS meetings. Courtney will liaison to the on OCM advisory committee.

• Local Rewards & Recognition Infographic – no expansion of rewards/recognition at this time as of 2017. Rewards and Recognition increases morale and value
  ▪ Conducted interviews throughout the university. Common themes emerged from data/interviews: send a recognition email, nominate staff, schedule recognition luncheon, integrate recognition activities, create a committee, encourage staff growth,
  ▪ Suggestion regarding listing ideas based on cost. Items that are free, low or high cost
  ▪ Will link finalized Infographic to USAC newsletter and possibly in HR Now
  ▪ Has USAC thought about a rewards program? Doesn't have to have a high cost factor
  ▪ Featuring and/or recognizing managers who do these well. USAC could feature in newsletter
  ▪ Please email Megan/Courtney if there are any changes that need to be made by the end of the week

○ Future:
  • Would like to work on pay equity. Working with Faculty Compensation and Benefits Committee. Analysis of staff salary.

Task Forces
OHR Liaison Report

Items for Informational Purposes

Items for Group Discussion

Adjournments