UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
November 28, 2018
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

In Attendance: Kris Villio, Lisa Mayhugh, Sandy Otis, Tracey Pawlowski, Christine Benadum, Stacey Copley, Tom Gessells, Chrissy Sprouse, Tim Lombardo, Steven Blalock, Ferdinand Avila-Medina, Brittany Crall, Shea Ryan, Ginny Corso, Steven Loborec, Lauren Gannon Evans, Cesar Seguil, Katie Watkins, Megan Hasting, Kaitlin Hohenberger, Abby Whaley, Andrew Jordan, Twhila Holley, Sunny Zong, Courtney Sanders

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

Executive Committee Reports
Chair:
  o Presented shared governance proposal at Senate Steering on November 15th.
    • Positive comments were received. Ad-hoc committee was formed to further review the proposal
    • Discussion is to have 5 voting staff members. Also, recommended 2 other subcommittees to have staff representation
    • Faculty have 51% of vote. If we add the recommended staff, faculty would move just under 50%. Faculty want to ensure they have majority vote
    • Materials presented can be found on Box
    • Randy Smith provided proposal that was distributed back in 2001. Proposal recommended 5 voting staff members as well
  o Tom and Andrew met with Provost McPheron. Provided updates on shared governance proposal and benchmarking that has been done on this proposal. Provost McPheron suggested looking into AAU for more benchmarking
  o Meeting with Susan Basso and Lin Hillis on Friday. Plan to provide updates on shared governance proposal. Will also be discussing New Buckeye Welcome

Chair Elect:
  o Upcoming meetings - December 12th – meeting will be at the Women’s Field House. Reminder of location change will be pointed out in agenda email
    • Rob Prisby – Career Road Map
    • Karen Durano – Enterprise Update, Change Management Philosophy
  o Presenting to Young Professionals this afternoon on USAC overview
  o Regional SAC Roadshow – Andrew will be sending calendar invites for upcoming Regional SAC meetings

Communications:
  o Finishing November newsletter
  o Working with Shea on social media items.
    • Will socialize livestream for the Conversation’s with the President event
• Send email to local SACs, PPCW, Young Professionals, and OHR regarding Conversation’s with the President event
• Please send emails to your individual groups regarding event

Secretary/Treasurer:
  o Oct 24th business meeting minutes have been posted to website
  o JustBreathe stickers have been provided from Bern Melnyk’s team

Subcommittee Reports
Inclusive Excellence (IE):
  o Met with Tayo Clyburn (OD) and Ankit Shah (Young Professionals) – underrepresented staff. Research needs to be done on existing content
    • Cesar to look at The Women’s Place – Staff Development Leadership series.
    • Vision is making a leadership institute for staff with color

Governance:
  o Met with Veronica in regards to data related to grants. Will be reaching out to individuals for videos to show impact of grants
    • Discussed moving forward with changes to Manager Grants. Changes were approved but tabled due to travel impacts. Changes will now allow use of grants outside of the University
    • Will be looking at Manager Grant rubric in January so it looks similar to SCDG rubric
    • SCDG application period opens up Jan 1st. Review process will be in Feb

Outreach & Engagement (O&E):
  o Conversations with the President event - livestreaming and interpreter are set. Will there be a slideshow prior to event?
  o Continuing with planning on SWBE
    • Condensed R.A.D. class will be offered as part of the breakout sessions

Staff Compensation & Benefits (SCBS):
  o Update on Rewards & Recognition Infographic – revisions are continuing. Printing will occur in early January
  o Meeting with Christine O’Malley next week to talk about strategy on how SCBS can work with PPCW on Flex Work policy
  o Met with William Ashley on how SCBS can work with OCM team. William will be attending SCBS meetings. This will help with Enterprise Project engagement
  o New Buckeye Welcome - Part 2. Will start planning after Tom and Andrew meet with Susan on Friday
    • Suggestion is to combine NBW with current USAC event such as SWBE. This will increase attendance at both events. Will also help save expenses

Task Forces
OHR Liaison Report
  o Workday 101 – 3 Carmen Connect sessions. Will be sending link once sessions are recorded. These sessions are for each Workstream: finance, payroll, HR
  o Key decisions will be finalized for policies that will be impacted. Will be seeking messaging from USAC
  o HR Service Delivery is moving quickly. Will have some pilot items next year – visa and
immigration processes. Will have a smaller group to reduce risk
• Would suggest Susan or Kim Shumate to attend business meeting to discuss HR Service Delivery
• Feedback would be helpful from an employee’s perspective
• More information will be available after 1st of year. Pilots will take place in summer

**Items for Informational Purposes**
  - Kellie Brennan, Director of Compliance and Title IX/Clery Act Coordinator – Sexual Misconduct & #MeToo (9:30-10:15)
    - Will be creating new office – Office of Institutional Equity*. Will now be under OAA which is more of neutral place and will report under the Provost.
      *recently learned by Kellie that the name for the new office is still under consideration and will be seeking feedback from the community.
    - Hired 3 full-time employees to help victims/survivors get connected with advocate or counselor and academic or workplace accommodations
    - New era of how often sexual misconduct occur.
    - If you have had an unwanted sexual experience, Report = Support
      - Report what you learn. All employees have an obligation to immediately report sexual assault. Supervisors and faculty are required to report other sexual misconduct within 5 days
      - Employees do not know where to go or are afraid of telling someone. Want office to make employees feel comfortable and safe in going and reporting issues
      - Office tries to be transparent to those that make a report and what happens next
      - Resources within the University as well as outside built to help. Conversation with a confidential resource can be kept confidential (will not be shared with anyone without the express consent of the victim/survivor)
    - Employees impacted from sexual violence and/or stalking may impact them being present in their roles at the University
    - Impact of Intersectionality – inequalities are connected. Gender inequality is impacted by racism, class, homophobia, transphobia, discrimination against disabilities (ableism) and other issues
    - How are you dealing with changing policy from updates released by the National Government?
      - New Title IX Regulations released by Department of Education
      - Public comment period opened on Nov 29th and will close on January 28th
    - Session on new Title IX regulations and comment process hosted by Title IX and The Women’s Place – Friday, Nov 30th at Hale Hall
    - What do I have to do if a student or colleague shares a concern with me?
      - Be supportive; start believing
      - Refer to support resources
      - Report!
    - Misconception that investigations must happen. Difficult to move forward with investigations without a victim/complainant involved.
    - Climate surveys – done with students but not with faculty/staff
      - Students report on the survey forcible assault – less than 25% report
incident
  • Reporting rates are low across the board
• Reporting titleIX.osu.edu.
  • Contact: titleIX@osu.edu
  • Report an Incident form is online
• Duty to report
  • All university employees must report sexual assault immediately
  • Any supervisor, faculty member or HR professional must report sexual misconduct
    • Any employee practicing under privilege is exempt (counselors, clergy, physician, attorney)
  • When to involve university police:
    • If there is risk of immediate physical danger, call OSUPD
  • Cannot keep conversation confidential (between the two of you)
    • But you can maintain privacy by only sharing with those who need to know – Title IX coordinator and support staff
    • Felony in State of Ohio - unless you have license for privileges, information can't be considered confidential.
      • Special carve out in Ohio Law – SARNCO
  • Domestic violence even in home environment must be reported if it involves a member of the university community
  • Unver Title IX and Violence Against Women Act (VAWA), what does University have to do
    • Alleged may be student, employee or non-student
      • Provide resources for the victim/survivor
      • Provide accommodations and interim protective measures
      • Provide options for reporting to police
    • Only if alleged is student or employee
      • (i)investigate – determine remedies
      • (i)investigate – if survivor wants
  • Confidential support resources
    • OSU Star (through OSUWM) – free long term trauma based counseling for trauma occurred over last 3 years.
    • Mount Carmel CTAP – no wait period for University employees, free long-term trauma based counseling for trauma at any time in life
  • SARNCO Services
    • Crisis Line, Aftercare Advocacy, Hospital Advocacy
• Non-confidential resources:
  • Title IX, Student Advocacy Center, OSUPD, Disability Services
• Interim measures may be taken
  • Before final outcome of investigation
  • To ensure equal access, and
  • To protect complainant and individual against whom complaint is made
• Cozen O’Connor – working with Universities. Helped bring different areas of University together and to put new office together

Items for Group Discussion
  ○ Sharon Saia, Director, Ohio State Employee Assistance Program – Employee Emergency
Fund updates (9:00-9:30)

- Cash infusion received of $50,000 from the CFO’s office
- EEF started in 2011 and funded by employee donations and Office of CFO
- 224 grants have been awarded totaling $108,559
- Application process: requirements needed. Applicants are screened for eligibility
  - Must be considered an immediate, severe and temporary financial hardship
  - Gifts are granted up to $500 maximum
- Types of Emergencies: Natural disaster, domestic violence, fire, etc...
  Would like to add need for shelter as an additional type of emergency
  - Originally, need for shelter wouldn’t meet the criteria. There are University employees living in cars
  - Hard to get housing if have been evicted in Columbus. This creates a barrier for future housing inquiries.
  - With the help of OHR, data has been received and shows 5,000 employees are below the poverty level. Will take deeper dive into information to analyze data
- Max award is $500 but asking to increase to $1,000. Funds are grossed up to ensure full amount is received. OSU is behind on amounts distributed from benchmarking that has been conducted
- Susan Basso is supportive of EEF. Penn State also had a similar program
- Application process
  - Awards by Type – 34% don’t even meet criteria
    - #1 is domestic violence/housing
    - 100 applications in 2016 and 111 in 2017
  - # of dependents can hinder finances. This is looked at during application review process
  - Do not case manage or follow up to ensure fund was used for intended purpose
- Have been working with hotels that are discounted as temporary shelter. Shelter is a generic term – defined as housing
- Suggestions for verbiage for types of emergencies
  - ‘Short term need to cover housing’
- USAC recommendation in Annual Report last year
  - Increase fund contribution to employee
  - Change requirement from 12 months to 6 months of continuous paid employment at the time of application
  - Rather than once a lifetime, applicants can apply again for funds after 5 years
  - Additional data to show sustainability. Endowment possibility

Adjournments