UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
February 27, 2019
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

In Attendance: Brittany Crall, Ferdinand Avila-Medina, Steven Blalock, Tracey Pawlowski, Chrissy Sprouse, Tim Lombardo, Lauren Gannon Evans, Melanie DiFeo, Steven Loborec, Kaitlin Hohenberger, Christine Bendum, Tom Gessells, Ginny Corso, Andrew Jordan, Sunny Zong, Kris Villilo, Kate Blevins, Megan Hasting, Abby Whaley, Cesar Seguil, Katie Watkins, Stacey Copley, Morgan Buckner, Aaron Moore, Brittany Savko, Twhila Holley

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

Executive Committee Reports
Chair:
  o Shared Governance Proposal update – last Thursday.
    • Combined proposal went through Senate Steering on February 21st. Proposal was approved and now will go through Faculty Council which meets on March 7th.
    • If approved at Faculty Council, next step will be Rules Committee due to changes of rules.
    • Goal is to have proposal on Board of Trustees’ agenda for May meeting.
  o Recent Meeting Updates
    • Meeting with CampusParc last Friday. Discussion around tiered parking costs. Tom provided tiers related to benefits from OHR’s website. CampusParc will be working on data to come up with potential models.
      ▪ CampusParc is open to attending a business meeting in order to discuss benefits to the University around parking
      ▪ Open to ideas as long as they remain financially neutral
      ▪ Any recommendation made would go to Parking Advisory Committee.
      ▪ If the University were to go to a tiered system, will there be potential impact in regards to Career Roadmap?
    • Meeting with Jay Kasey on Monday. Discussion also around tiered parking system. He would like USAC to make the recommendation rather than administration. Will be following up with Beth Snode to further discuss.

Chair Elect:
  o New Member Task Force updates - Thank you to those that helped with information sessions. Skype was a great opportunity for those that could not attend.
    • Applications close on Friday.
    • Currently working on interview questions. Interview team went through Implicit Bias training yesterday
  o Agenda Planner
    • Executive Committee will be interviewing candidates for the AVP – Institutional Equity position today and Friday. Quick brainstorming session yesterday around questions. Will email these questions to the committee for review and opportunity to provide additional questions.
Communications:
- Continuing to socialize the SBWE and NBW
- Monthly Newsletter will be distributed by the end of the week

Secretary/Treasurer:
- Regional campus grants will be completed by B&F by the end of the month with the exception of Mansfield. B&F is aware this transfer will happen once a meeting is set with Mansfield

Subcommittee Reports
Inclusive Excellence (IE):
- Cesar and Twhila met with Nina Brooks yesterday. Open to Buck-Identity workshops. Her team is currently working on trainings from a diversity and inclusion perspective.
  - Nina working on training around microaggressions which is also a Buck-Identity workshop. Working with D&I facilitators on how to partner together rather than offering siloed workshops. Will be including USAC in future conversations
  - Currently pausing Buck-Identity workshops.

Governance:
- Reminder – Call for Election Nominations deadline is tomorrow. Self-nominations are acceptable
  - Clarification on subcommittee leadership appointments. Once executive team is selected, it is up to the chair-elect to determine and appoint who will serve as subcommittee leadership
- SCDG updates
  - Testimonial videos will take place today at the Digital Union
  - Grant scores will be provided to OHR. OHR will deliver announcement to applicants at the beginning of March
- External committee announcement
  - Currently have two committee openings: Ohio Union Council and OSCHE. Will be sending a call for applications
  - If you serve on an external committee, please send Sunny your reports

Outreach & Engagement (O&E):
- SBWE update –
  - Abby will be sending a volunteer sign-up list. Please sign up for all or portion of the day. Help will be needed
  - 88 vendors (including USAC) and $17K incoming revenue. New vendors this year.
  - Meeting with Lindsay to go over floor plan. Working on breakout session titles and descriptions. Link to register should go out next week
- Date is still needed for Conversations with Susan Basso
- Christine is working on end of year breakfast

Staff Compensation & Benefits (SCBS):
- Working on final edits for the annual report draft
- NBW updates
  - Invitation was sent out last week to those hired from last NBW through March 1st. Invitation sent to approximately 2000 staff
  - Currently waiting for Susan’s presentation timeframe
  - Invited ERGs to attend in order to provide overview. Have only heard from Young Professionals
- R&R Infographic – working on printing estimates (posters, magnets)
- Flex work update – working on toolkit resources. Hopefully done by the end of the month.
  - Contacted PPCW for their annual report details to ensure our message is consistent
- Health Plan Oversight meeting is scheduled for March 19th

**Task Forces**

**OHR Liaison Report**

**Items for Informational Purposes**

- Marty Smith, HR Strategic Initiatives Consultant; Jessica Roy, Enterprise Project – HR Transformation at Ohio State (9:00-9:30)
  - Embarking on major transformation, supported by Senior Leadership and the Time and Change Strategic Plan. Commitment to enhance the OSU experience
  - How can HR better support the business units?
  - Today, delivery of HR is inconsistent across the University. Currently 11 service centers within the University.
    - This contributes to inconsistent and inefficient processes, varied experiences, lack of career paths and visibility into skills and HR experiences.
    - HR loses the strategic elements due to transactional needs.
    - Inconsistencies also open the University up for risk
  - Activity Baseline Survey was conducted to determine who does HR and in what capacity. Survey confirmed we had 1128 individuals who participate in HR activity. This measured the work 473 FTE
    - High FTE distribution in transactional heavy process areas indicate areas for improvement
    - Survey population was identified. Looked at security roles and worked with senior business officers as well as groups that had HR focuses.
    - Surveyed around 2800 individuals
  - HR of tomorrow is based on three key pillars, supported by a strong foundational culture:
    - Pillars: Talent Management, HR Excellence, Total Rewards
    - Foundation: Change Management, Communication, Compliance/Management of Risk, Culture, Diversity & Inclusion
  - Vision – goal of the talent management strategy is to attract, engage and retain a dynamic and diverse workforce
  - Initiatives – ongoing evaluation of Talent Management initiatives measures success and identifies additional opportunities to build a high performing organization
    - Attract, Grow, Inspire, Transition
    - Talent Management includes performance management and learning. How are we going to develop the current workforce? Investing in workforce
    - Workday will allow us to collect data throughout the employee lifecycle
    - Will there be something in place for those employees who are here 6-12 months?
  - HR Excellence will improve the employee experience through transformed HR core processes that deliver strategic HR services and transactional accuracy and efficiency.
    - Improved Employee Experience, Consistent and Streamlined Processes,
Data and Transaction Integrity, Clear Career Progression, Risk Reduction

- Moments that matter shape an employee’s experience and are critical to get right.
  - Clear Career Pathways, Leadership Development, Becoming a Buckeye, Life Events
- HR Service Delivery Model is built to drive the consistency required to create HR Excellence while providing the flexibility to focus on customer service
  - Strategic Partners, Centers of Expertise, Services Team, Service Partner
- HR Professionals – future state model will strengthen the HR Community in ways that will enhance the quality of service and support to faculty, staff and students
  - Clear Career Paths, Opportunity to Apply Progressive Skillsets, Better Tools and Capabilities
- HR owns 43 university policies, which makes up approximately one-third of the university’s policy portfolio
- Ohio State will ensure competitive Total Rewards while balancing fiscal responsibility
- Career Roadmap, one of the many Total Rewards projects currently underway, is creating a comprehensive, market competitive job family model and pay structure to ensure equitable and consistent compensation practices for staff
  - Additional updates, please see website: https://hr.osu.edu/career-roadmap/
- Foundational Themes: Change Management, Communication, Compliance/Management of Risk, Culture, Diversity & Inclusion
- Communicating Change – Each element of the HR Transformation requires a focus on the impacts to the employees and HR Community at Ohio State
- There are many key initiatives and decisions underway in support of the HR Strategic Plan, some of which are being driven by the Enterprise Project
  - Leadership in certain areas are not sharing information regarding the Enterprise Project stating 'not time to share the information'.
  - Executive Sponsors, Executive Steering Committee are going over leadership messages. Provost is charging group to have a consistent message and putting the message out into the University

- University Fleet Policy Review – Aaron Moore
  - Revising the Vehicle Acquisition and Use Policy. Revised policy is now named, University Fleet. Combining 4 policies currently in use
    - Vehicle Acquisition and Use, 15 Passenger Vans, Vehicle Gift-In-King, and Vehicle Idling
  - Moving towards central fleet management
    - Biggest change – Transportation and Traffic Management (TTM) will oversee safety procedures. Responsible for the implementation, administration and interpretation of rules, policies and standards/requirements applied to all university vehicles
    - Removing fleet reduced risk and high maintenance costs
  - Consistent oversight enhancing safety and promoting efficiency and sustainability
  - Guidelines and best practices will be developed for scooters/bikes. Will not develop policy – do not have the capacity to enforce policy
  - Accepting feedback on policy through March 1st

**Items for Group Discussion**

- Prep for Susan Basso visit – scheduled for March 13th
  - Topics of discussion for updates:
- Update on HR Transformation
- Career Roadmap – issues, feedback, concerns
- Enterprise Project
- Update on HR leadership reporting structure
- Parental Leave Policy – differences on leave for women vs men
- Floating holiday – community engagement/service
- Child Care Program discussion – extensive waitlist, tiered program

Adjournments