UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
March 13, 2019
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

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

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

Executive Committee Reports
Chair:
  • Shared Governance Proposal went to Faculty Council last week. Great discussion and feedback. Nearly unanimous ‘straw’ vote to move proposal forward to Senate.
  • USAC Annual Report – Great progress so far. Goal is to have report to President Drake next week

Chair Elect:
  • New Member Task Force updates – 19 applications received. Wide variety of applications. Currently in review process with applications.
    • Interviews will be held March 25-26th
    • Thank you to everyone who has participated so far.
  • Parking Recommendation Update
    • Vet Med SAC recommendations – tiered parking costs
    • Discussed recommendation with CampusParc in addition to Beth Snoke, Director, Transportation and Traffic Management. Supportive of recommendation and will be meeting next week for next steps
    • Identifying next steps. Recommendation on annual report is to dive deeper in parking agreement. Changes to agreement which will get legal involved.
    • There will be opportunities for involvement with this initiative in the future

Communications:
  • Annual Report is coming along
  • Communication for upcoming events
    • NBW RSVP’s. Please monitor USAC email address. Room changes have been communicated
    • SBWE – more communications will go out this week. Publicized on Your Plan for Health app
    • R&R Infographic distribution later this month

Secretary/Treasurer:
  • Meeting Minutes from Feb 13th have been posted to the website
- Distinguished Staff Awards Committee met earlier this week. Currently have 54 nominations to review
- Requests have been submitted for the SWBE signage and the R&R Infographic communication

Subcommittee Reports
Inclusive Excellence (IE):
- Invited to attend the University Senate Diversity Committee meeting regarding ‘gender equity in compensation’ on March 28th. Conversations have started. Faculty/staff are a part of conversation. Thwila will be attending meeting on behalf of Megan and Cesar

Governance:
- SCDG Update
  - Tim has been helping with the SCDG testimonial videos. Video is approximately 2.5 minutes which will be played during the annual report
  - Thanks to subcommittee members for all your help
  - Grants – over 60 applicants scored above 90. 77 applicants were awarded which totaled $91,000
  - Group grants increased from last cycle from 11 to 13 groups awarded
  - Rubric is really helping with scoring applications
  - Notifications were sent out last week by OHR

Outreach & Engagement (O&E):
- SBWE Update
  - Table assignments are complete and breakout sessions have been publicized
  - 89 tables were available, 87 vendors registered

Staff Compensation & Benefits (SCBS):
- NBW Updates
  - RSVPs have tripled than what was initially anticipated. Room has been moved to accommodate increased number
  - Waiting on ‘Get Involved’ powerpoint from OHR
- R&R Infographic publicity in the next week. Digital and print opportunities. Tasking committee to distribute within units.
  - Posters will be distributed at business meeting on March 27th

Task Forces
OHR Liaison Report
- Please talk about Career Roadmap, Enterprise Project, and HR Service Delivery with units and share website information.
  - Connect with Change Management Coordinators within units. Coordinators should be disseminating information out into units
  - How much information is to be shared? Communication should be to ensure everyone is aware of these initiatives. Communication will ramp up as we are closer to go-live. Areas of impact will receive more communication. Information is to raise awareness.

Items for Informational Purposes

Items for Group Discussion
- Susan Basso, SVP, Talent, Culture & Human Resources (9:00-10:00am)
  - HR Strategic Plan – HR Excellence, Talent Management, Total Rewards
5 Core Foundational Themes
- Change Management
- Communication
- Compliance/Management of Risk
- Culture
- Diversity & Inclusion

○ All units will report to the service center
○ Will be piloting shared service center in Gateway. Goal is to make better experience for the employee. Consistent answers and processes
○ Talent Management – professional growth and development, leadership
  ▪ Possibility of partnering emerging leaders program – class or cohort that will go through program together for a year. Will track individuals after class if done for a year. Want to create sustainable programs. High potential staff who are in supervisory or potential to be in supervisory position. Application and selection process with diversity in program. Variety of colleges and units
  ▪ Women’s Place program – Sara Childers. Conversations with Tayo Clyburn – interested in establishing staff of color leadership program
  ▪ Performance management – ongoing challenge.
○ Total Rewards – Salary/benefits, employee well-being
  ▪ March 20th Dean’s meeting
    ▪ Providing Dean’s with policies – parental leave, wellness days as opposed to sick days – converting sick days, volunteer time, bereavement,
    ▪ Presenting trends in these areas especially against other institutions
    ▪ Another topic of discussion – staff appreciation activities, flex work policy.
      ▪ Awareness raising campaign with PPCW – flex work toolkit
        ▪ SCBS will provide toolkit to Susan prior to Dean’s meeting
        ▪ We need Dean’s buy-in if we are communicating this to staff
    ▪ Vacation donations – benchmarking has been conducted on reasons why balances need to stay as is. This is to protect staff who may need balance in future. There are also budgetary restoration on crossing units for donations
○ Career Roadmap – 50% milestone mark on job catalog. Next step – data, market pay, mapping into jobs.
  ▪ Staff will not get decrease in pay. Communication will go out for those that are redlined – will possibly receive lump sum payments in future
  ▪ Looking at structure that is fair and equitable
    ▪ Looking at certifications – if they are required for job, this would be considered in pay. If not required for job, this would not be considered in pay
    ▪ Goal is to be transparent with salaries
  ▪ USAC can help with communication to help with staff experiences. What USAC can expect
    ▪ Fundamentals training (mid-2019)
    ▪ Validate mapping of in-scope employees (late-2019)
    ▪ Convey Career Roadmap results to employees (mid-2020)
  ▪ How USAC can help
• Follow along as functions and subfunctions are defined. Provide feedback as needed
• Study the career band and level guides
• Promote ‘ask a question’ form on the Career Roadmap website

○ HR Transformation Initiatives
  ▪ Expanding vacation to postdoc researchers. Vacation donation is extended to term employees. Adoption and tuition dependent extended to postdoc and clinical staff. Align parental leave to 6 weeks for both parents – alignment with Big 10 benchmark, graduate associate will continue to be exempt
  ▪ Moved to digital benefits communication
  ▪ Online faculty application will leverage workday,
  ▪ Common start date – will align with payroll dates – will leverage onboarding with same communication
  ▪ Employee severance – payment will be received in lump sum
  ▪ Employer retirement contributions on paychecks – very transparent

○ Goals of HR Excellence
  ▪ Improved employee experience
  ▪ Consistent and streamlined processes
  ▪ Data and transaction integrity
  ▪ Clear career progression
  ▪ Risk reduction

○ HR Service Delivery Model
  ▪ Strategic partners (advancing unit priorities), service partners (delivering unit services), centers of expertise (facilitating consistent solutions), services team (serving the employee life cycle with core services)
  ▪ Accountability to central HR – HR doing what leader wants rather than following policy. Accountability is to institution. Hybrid centralized/decentralized model

○ Policy work – HR owns 43 university policies, 20 will change with workday

○ Transformation Enabled by Technology: Workday, Service Now (new service center technology – complete access to policies to give same answer, will track cases, will develop rigorous standards), Kronos, BuckeyeLearn, DocuSign, OnBase

○ Talent Management – recruit and retain top talent, promote diverse workforce
  ▪ Vision for success: high functioning, institution wide talent management approach aligned to a common set of principles that leads to increased recruitment and retention
  ▪ Diversity – have to do better
  ▪ AVP Institutional Equity – Title IX, affirmative action. We are an EEO Affirmative Action employer. Have not done a good job with actions

○ Talent Management Initiatives – Ongoing evaluation of Talent Management initiatives measures success and identifies additional opportunities to build a high performing organization: attract, grow, inspire, transition

○ Strategic Focus
  ▪ Talent and Culture Strategy
    • University wide representation – USAC will be involved
    • Susan is Executive Sponsor
  ▪ Employer brand - work with Marketing Strategy Team
  ▪ Ethics and Integrity Initiative
    • Tom is USAC representation
    • Understanding ethics and integrity, perceiving leadership,
reporting violations,
  ○ Dispel myth of retaliation and hold employees accountable
  ○ First steering committee meeting is next Friday
  ○ Survey will be open 3-4 weeks. Actively promote and participate in survey
  ○ Child Care Program – Currently 400 children enrolled and 408 waitlisted as of Feb
  ○ ‘Report = Support: Identifying and Responding to Sexual Misconduct’ training. 37% completion rate. Deadline for participation is June 30th. If training is not completed in the future, will not get AMCP. This training will need to be done on annual basis
  ○ Questions:
    ▪ Financial impact for Career Roadmap – just starting to talk about the financials. Units are not aware – will not know implications until mapping process occurs. Will make plan on how to move forward. Anyone below min of new structure will need to be increased. Below market – may address at later time
      • Manager training with Career Roadmap
    ▪ Equity and parental leave policy – Expanding parental leave – asking Dean’s to be a part of discussion and solution. Susan will be strong advocate for change – cost/benefit.

Adjournments