UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
August 22, 2018
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

In Attendance: Lisa Mayhugh, Christine Benadum, Shea Ryan, Stacey Copley, Brittany Savko, Steven Blalock, Tim Lombardo, Chrissy Sprouse, Lauren Gannon Evans, Sunny Zong, Kate Blevins, Sandy Otis, Ferdinand Avila-Medina, Andrew Jordan, Cesar Seguil, Katie Watkins, Tom Gessells, Kaitlin Hohenberger, Steven Loborec, Megan Hasting, Morgan Buckner, Aaron Moore, Courtney Sanders, Brittany Crall, Twhila Holley

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

Executive Committee Reports
Chair:
  o Meeting with Gail Marsh, Chief Strategy Officer for the University and Wexner Medical Center
    • Discussed her role on campus. Working with President’s Cabinet to ensure that a Cabinet member is responsible for each pillar of the University’s Strategic Plan.
    • Discussed scorecard to track movement and progress that is being laid out
    • She will be attending September business meeting
  o Monthly meeting update with Susan Basso
    • Provided feedback to Susan regarding Staff Appreciation Week. Provided Susan with Aaron’s comment from previous business meeting regarding supervisors not being supportive of staff attending Staff Appreciation Week events.
    • Working with Jay Kasey in the Office of Administration & Planning on piloting supervisory training series. No timeline was given for roll out
    • Discussed Career Road Map that was previously discussed with Rob Prisbrey, Compensation Project Sr Director. Structure and approach will be sent to Cabinet for review/approval.
    • Eligibility for adoption assistance and dependent tuition assistance has been expanded to include post-doctoral researchers as of August 1st.
    • Susan asked that USAC take a look at the HR Transformation website
  o Meeting with Bern Melnyk, Chief Wellness Officer
    • Provided updates on wellness and well-being
    • Extended Invitation to USAC members to attend Health Athlete Workshop
    • Will be attending Oct/Nov business meeting
    • To go along with the comment regarding supervisors not being supportive of staff attending Staff Appreciation Week events, she has received feedback that supervisors are not supportive of wellness walks.
    • Wellness Strategic Plan. Extended invitation to USAC members to participate. Please reach out to Tom or Andrew, if interested
  o Please look at USAC Master Initiative Spreadsheet on Box
Chair Elect:
  - Staff Appreciation Week debrief with Tammy Jones, Michele Bondurant and Marjie Hamlett
    - Communication is key for next year and future years
    - 150th Sesquicentennial Committee to form in late spring inclusive of USAC members. Discussion regarding incorporating appreciation into the week of celebration
  - Future Business Meetings
    - Amy Lahmars from PPCW will be at Sept 12th Business meeting
    - Provost McPheron will attending Sept 26th Business meeting

Communications:
  - Approvals received from Branding for Pop Sockets
  - Working with O&E for Save the Date/Invitations for the Staff Benefits & Wellness Expo
  - Working with IE for pronouns and diversity statement to be added to website

Secretary/Treasurer:
  - July 25th Business Meeting minutes have been posted to website

Subcommittee Reports

Inclusive Excellence (IE):
  - IE folder in Box which contains pronouns spreadsheet and Diversity Statement. Please add pronouns to spreadsheet by Friday, if interested in having these added to your name on the website
  - Nina Brooks from OHR Learning & Development. Working on online workshop – Introduction to Diversity. Business meeting in September
  - Karen Alsbrook, Executive Director of Organization Development in ODI invited Cesar to be a part of ODI's Strategic Planning process

Governance:
  - SCDG scores are due by end of business today. Please work with group to discuss any discrepancies especially 80-90 range
  - External Committee appointees
    - Rec Sports – Stacey Copley
    - OSCHE – Lauren Gannon Evans
    - EEF – Chrissy Sprouse

Outreach & Engagement (O&E):
  - Discussions regarding retreat for Local SACs (Oct/Nov) and/or Regional SACs. Plans are still formulating.

Staff Compensation & Benefits (SCBS):
  - Goal setting meeting updates
    - Working with PPCW on Flex Work Policy
    - Looking at unit level Rewards & Recognition programs and best practices
    - Discussed New Buckeye Welcome. Planning on hold for December until further information regarding event is received from OHR. Updated Master Initiative spreadsheet to include New Buckeye Welcome
    - Brainstorming potential workshops
  - Anne Massaro – Enterprise Project Meeting
• Organizational Change Management and what that means to the University. At the moment, there is currently nothing that USAC can engage with regarding this until Jan 2019.
• Anne will be attending future business meeting
  o Megan sent out an email regarding the Health Plan Network Initiative delay.
• Overview given on the purpose of Health Plan Oversight Committee

Task Forces
OHR Liaison Report

Items for Group Discussion
  ○ Mike Papadakis, Interim CFO (9:00-9:30)
    • 5 Pillars of the University’s Strategic Plan
      ▪ Teaching & Learning (I)—how we fund the academic mission
      ▪ Access, Affordability and Excellence (II)- student scholarships, financial aid
      ▪ Research & Creative Expression (III) – both research and the arts
      ▪ Academic Health care (IV) – majority of our revenue comes from the health care enterprise which grows 6-8% annually
      ▪ Operational Excellence and Resource Stewardship (V) – new resources and more efficient with resources we currently have. Pillar V helps fund pillars I-IV.
    • President Drake is committed to generating $200 million in administrative efficiencies and $200 million in new resource generation. This is a part of the 2020 Vision.
      ▪ Procurement – purchasing power to get best possible price. University and Medical Center contain purchasing departments. Purchasing is now done more centrally and contracts are standardized. Units keep savings
      ▪ Staffing across University. Looking to ensure resources are in the right place as well as vacant positions when retirement occurs
      ▪ Pell Eligible Students and President’s Affordability Grants – Initiatives are funded by efficiencies and energy project
      ▪ Digital Flagship – digital learning initiative - freshman now have ipads, also funded by efficiencies
    • Effort is being put into communication of these initiatives
    • $700+ million energy endowment funds student, faculty, & strategic initiatives
    • Energy and efficiency projects are happening around campus in order to make campus buildings more efficient. Projects will continue 7-10 years.
      ▪ Building renovations – state capital funded and university capital funded. Buildings that are scored the lowest will receive renovations
    • Diverse vendors/suppliers – EDGE (Encouraging Diversity, Growth & Equity) requirements
    • Pillar V ties to Enterprise Project, but the Project impacts all Pillars of the University’s Strategic Plan.
      ▪ Financial System hadn’t been updated in 17 years.
      ▪ Goal of Enterprise Project is to have more streamlined processes to allow for more strategic thinking & decision making
    • Travel Initiative started Aug 1st. Everyone is to use same portal for business related travel. Feedback is welcome. Savings stay in units
      ▪ Feedback was given:
        • Units are seeing higher costs to travel with this initiative
        • Units are interpreting policy differently.
        • Difficult booking flights
      ▪ With initiative:
• Rates will be renegotiated within first 12 months.
• CTP is to price match for domestic flights
  ▪ University has an annual contract with CTP and this will be looked at often
• Would like USAC to give feedback on initiatives and thoughts on ideas regarding efficiencies and new resources. Mike will be invited back to future business meeting to speak about progress of initiatives
  ○ Monica Moll, Director of Public Safety – Surviving an Active Aggressor video (9:45-10:15)
    • Run, Hide, Fight
    • 911 is always the best option. Silent alarms do not give police details needed in emergencies.
      ▪ Please do not call 911 just for information
    • Are faculty being trained in regards to identifying triggers? Students are more prepared and have been learning how to handle emergencies from K-12. Faculty need to get up to speed.
    • Can another training be done for leaders of groups? Video teaches basics. Faculty are encouraged to speak about emergencies during class. Each individual has to decide what is best for them.
    • Video will be shown to Provost and Faculty Senate. Will also be on student checklist
    • General alerts are sent first by dispatcher. Once more information is received, additional alerts will be sent out
    • There are no lock downs on main campus. If you receive information regarding lock down, this simply means shelter in place or barricading in an interior room (depending on your proximity to the location of the emergency or incident).
      ▪ Locks are being installed in several classrooms to help with barricades.
      ▪ Regional campuses are easier to lock down. Regional campuses have at least one OSU police officer, unarmed security, and local police are after hours.
    • Presented video at New Faculty Orientation. Has spoken to OHR Leadership to make video a requirement
    • USAC to help viewing video mandatory. Public Safety does do an hour presentation when requested by units
      ▪ Discussed using BuckeyeLearn to make video as required training.
      ▪ Monica will be reaching out to Susan Basso to speak further about how to make video required
    • Question regarding safety drills. Unfortunately, Public Safety does not have staff capacity to do drills all over campus. Difficult to do drills as every emergency is different. Buildings on campus should have a Building Emergency Action Plan coordinator
      ▪ General principles – Run, Hide, Fight. This can be done differently throughout campus
  ○ Prep for lunch with President Drake. Please read items that Tom emailed (University’s Strategic Plan and President Drake’s Bio)
    • Can we express a need for funding for staff? Pillar V has the biggest impact to staff.
    • How are our initiatives linking to the strategic plan?
    • Staff are the change agents on campus. We have ability to effect change. How can we use staff to help/advocate for these changes? Rather than how do we benefit from these changes
    • Lunch is about meeting and collaborating with President Drake.

Adjournment