UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
September 26, 2018
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

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

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

Executive Committee Reports
Chair:

○ Several USAC members met with Leslie Gomez from Cozen O’Connor. This was a meeting request sent out by Sonia Bishop regarding Title IX and sexual assaults. Thank you for those that participated.
○ Meeting with President Drake this afternoon.
  • Providing President Drake updates on events USAC has had thus far, local SAC retreat, wanting input on regional engagement.
  • Conversations event. Feedback on thoughts and format from last year in order to prep for upcoming event in December.
○ Local SAC retreat is scheduled for Nov 9th at the RPAC from 8am-12pm. Calendar invite has been sent.
  • Invited local SAC leads to planning call on what agenda should look like. Actual retreat will be to all SAC members.
  • Goal is to collaborate and partner with local SACs. Will provide overview of USAC’s structure and how we interact with leadership and OHR. Will have local SACs provide overview of their committee.
  • Agenda may include breakout sessions with issues and report out at each table. Please contact Tom, Andrew, Kris and Abby for topics to be considered
  • Susan Basso will be attending. Feedback and key themes during report outs can be items that we ask Susan to talk about.
  • How to set goals for the year and how are those implemented?

Chair Elect:

○ Upcoming collaborations. Working on conversation starters for PPCW event. If you have any thoughts or topics of conversations for tables, please contact Andrew
○ University Senate information. Kellie Brennan, Director of Compliance and Title IX/Clergy Act Coordinator spoke in regards to sexual misconduct. Will follow up with her to attend future business meeting.
○ Upcoming Meetings:
  • Ben Givens will be attending Executive Meeting next week
  • Oct 10th Business Meeting
• Enterprise Project team: Mike Anderson, Natalie Sisto-Means, William Ashley, Karen Durano
• Jay Kasey, Senior VP of Administration & Planning. Will provide update on parking and transportation around campus

• Family Picnic – Sept 30th

Communications:

Secretary/Treasurer:
  o August 22nd Business Meeting minutes have been posted to website

Subcommittee Reports
Inclusive Excellence (IE):
  o Touching base with Tim to add pronouns to website
  o Received feedback on diversity statement. Connecting with subcommittee to get thoughts on feedback

Governance:
  o Next steps with OHR is to look over impact survey from SCDG in order to follow through with stories
  o Conversations regarding Manager Grants
  o External Committee application – trying to get application online

Outreach & Engagement (O&E):
  o Staff Tailgate was a success. Popsockets and cell phone pockets were handed out
  o PPCW event on Oct 9th – providing light breakfast snacks
  o Local SAC retreat is scheduled for Nov 9th. Details of retreat are still being planned
  o Conversations with President Drake - location has been moved to Great Hall Meeting Room at the Union
  o Staff Benefits and Wellness Expo – currently planning 2nd meeting. Doodle poll will be sent out later this week
  o USAC Family Picnic - no potluck for picnic. Prepackaged items only. Sign up is on Box

Staff Compensation & Benefits (SCBS):
  o PPCW Flex Work Taskforce updates. Met with Christine O’Malley. Next steps have been identified for SCBS
  o Local level Rewards & Recognition best practices. Creating infographic. Draft has been finalized – currently working on design
  o Upcoming meetings
    • Comp and Benefits
    • Molly Driscoll – New Buckeye Welcome

Task Forces

OHR Liaison Report
  o Enterprise Project – USAC leaders of change. Resiliency and adaptability will be key during this transformation
  o Career Roadmap formally known as Class & Comp Redesign. Plan is set in place. Helpful to have Rob Prisbrey attend future business meeting.
  o Open enrollment is coming up. Have not heard of changes. New approach - more online rather than hard copy.
  o Key websites: HR Transformation website (https://hr.osu.edu/transformation/) and
Enterprise Project website (https://enterprise-project.osu.edu/). Please look at these websites for information regarding projects.

- HR Town Hall in 2 weeks on Oct 10th. Leaders will be speaking of transformation and lessons learned

**Items for Informational Purposes**

**Items for Group Discussion**

- Provost McPheron (9:00-9:30)
  - 5 pillars of the Strategic Plan run into each other on a regular basis. Office is responsible for the first 2 pillars (Teaching & Learning; Access, Affordability and Excellence)
  - Teaching & Learning – teaching is a tool that enables learning. Initiatives will be put into place. Announcement will be sent out for teaching opportunities for faculty. Staff are engaged in teaching as well. Focus is undergraduate but would like to broaden to all levels
    - Intent is to continue, overtime, to look at the effectiveness of this teaching.
    - iPads were distributed to incoming freshman. Outside touchpoints are just as important as in class touchpoints.
    - Coding curriculum will be available on campus in 2019. Tools will be available to students, faculty, and staff. Challenge to stay ahead of curve.
    - Academic leaders thoughtful of who is doing classroom teaching and instructional support.
  - Access, Affordability, and Excellence is a critical piece for the President
    - Affordability – PELL eligible students will see base tuition and fees covered. Family feedback received has been positive
    - PELL is being paid from energy partnership. Spring semester - PELL will be available at regional campuses. Approximately 1200 more students will be eligible.
    - iPads have been paid for from administrative cost savings over the last 4 years
    - Investing in regional campuses including Wooster. Watching retention on fall to spring semester at regional campuses
  - Morley Stone, SVP for Research. Spending time in meetings in order to learn different units across the university
  - Academic Health Care – first time called out in Strategic Plan pillar
    - Invested in health sciences colleges. Bring different pieces of university together for interprofessional work.
  - Operational Excellence and Resource Stewardship – being more efficient and spending dollars more wisely
    - We have a responsibility to be best stewards and thinking of how we spend money more strategically
  - Retention rates: 94.5% on Columbus campus and 60% retention on regional campuses

- Nina Brooks, OHR Learning & Development - Diversity 101 (9:30-10:00)
  - General thoughts on diversity & inclusion around the University – decentralized, general awareness has increased over the years, more conversations are happening than in prior years, more robust measurement in tracking are available, we need a clear definition of diversity/inclusion
  - OHR Strategic Plan aligns diversity foundationally in strategic plan. Regional campuses are a part of this plan
  - Learning & Development updates
Created inclusive leadership workshop
Kicked off diversity cafes.
  - Grand opening was foundational. 50 attended first session
  - Challenges - what’s impeding you on pushing for diversity
  - 2 sessions per quarter and will have another topic in future session. Implicit bias may be next topic
Created diversity basic online course
  - No foundational knowledge on D&I. Common language and terms.
  - Included laws that impact diversity in the workplace as well as scenarios
  - Waiting on accessibility. Mid-Oct possible launch on BuckeyeLearn
OHR professional development curriculum
  - Encompasses things we already have in-house. Kicked off earlier this academic year
Staff search committee training
  - Taking from faculty training and focusing on staff dynamic
  - In-person facilitated training. Sign up through BuckeyeLearn
  - Diversity advocate role within search committees.
Medical center diversity council staff survey climate focus groups
  - Diversity council – co-chair climate committee. Analyzed staff survey and developed some action plans. Partnered with senior HR. Drill down into data for diversity questions. Will have focus groups for clinical and non-clinical employees
How can USAC help?
  - Having focus groups and events where people can network from USAC is helpful with initiative
  - Helpful to push communication on learning
  - Provide feedback on trainings
  * Prep for Marie Peterson, Travel Manager
    - Will be attending Oct 24th Business Meeting
    - Owner of policy. Has worked with Mike Papadakis and travel agencies
    - Policy change comes out Oct 1st. Differences and why’s behind changes
    - What is the best use of time? Suggestions:
      - General information
      - High level overview and tips. Use of service centers and how are processes streamlined within service centers
      - Metrics, benefits, changes. Reasoning behind change and how much do they project to save and what will they do with the cost saving?
      - Top 5-10 strategies to save money, operational efficiency, etc...
      - Reach out to those that enter travel in units for issues or questions
      - Possibility of changing Marie’s time to the end of business meeting in order to leave specific questions for after the meeting
      - Training is available. Training should be utilized for specific questions. Utilize training and resources already created

Adjournments