UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
July 25, 2018
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

In Attendance: Tim Lombardo, Andrew Jordan, Sunny Zong, Lisa Mayhugh, Stacey Copley, Steven Blalock, Brittany Savko, Chrissy Sprouse, Ginny Corso, Sandy Otis, Kaitlin Hohenberger, Steven Loborec, Brittany Crall, Ferdinand Avila-Medina, Christine Benadum, Cesar Seguil, Shea Ryan, Melanie DiFeo, Aaron Moore, Kate Blevins, Kris Villilo, Abby Whaley, Twhila Holley, Tom Gessells

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

Executive Committee Reports
Chair:

o 1:1 meeting with Susan Basso
  - New Buckeye Welcome recap. Provided feedback that was received regarding event to Susan. Only negative feedback was regarding time of day. Otherwise, all other feedback was positive. Susan is onboard with continuing event.
    ▪ Ownership of event is to be discussed (O&E or SCBS) or other entity on campus (YPG)
  - Discussed FY19 Strategic Plan.
    ▪ Comp & Class will be gearing up. Future meeting with Rob Prisbrey, Compensation Proj Sr Director
    ▪ Retirement plan changes
    ▪ Talent – mandatory supervisor training for ALL supervisor.
    ▪ Diversity & culture work. In process of hiring AVP of Talent, Diversity & Culture
  - Discussion on Regional SAC Retreat as well as Local SAC Retreat. Susan may either attend or do a video.
    ▪ Kris asked if we could get a sponsor for these retreats
    ▪ Ginny asked if we could get President Drake to do a video to present at the Regional SAC Retreat

o 1:1 meeting with President Drake
  - Discussed retreat and subcommittee report outs during retreat
  - Initiative to reach out to Big 10 in order to collaborate together and advocate for staff
  - Andrew and Tom met with Ben Givens from Senate Steering. Shared overview of USAC. Ben is interested in having a voting staff member on Senate Steering. Currently only 1 staff member serves on committee which is USAC Chair
    ▪ Discussed recap of this meeting with President Drake and what does shared governance look like.
    ▪ Discussion on what other Big 10 institutions currently do regarding their Senate Committee’s.
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- Lunch with President Drake on Aug 23rd at the Faculty Club. President Drake wants to share updates on where things are with strategic plan and would like our feedback on what we are hearing from staff.
  - Gear President Drake to talk more on staff perspective of strategic plan
  - Please RSVP by the date listed on the email including any dietary restrictions

Chair Elect:
- Update from meeting with Young Professionals Employee Resource Groups (ERGs)
  - Young Professionals – inclusive of all staff that are new to the University. Place to network with other employees and provide workshops. Discussion on mentoring relationships. Opportunity for USAC to be a mentor to this group. Similar goals as far as advocating for staff.
  - Andrew and Tom are making initial contact with leaders and will bring in to present to committee
  - Aug 8th meeting – Governance Day. Robert’s Rule and SCDG overview

Communications:
- USAC tools, box and communications engagement was tabled for future meeting due to time
- Pictures from ice cream social has been tweeted
- Messages going out regarding grants
- Working on getting website updated to include pictures

Secretary/Treasurer:
- Purchases for Staff Appreciation Week have been completed

Subcommittee Reports

Inclusive Excellence (IE):
- Contacted Nina Brooks from OHR Learning and Development. Haven’t heard back from her regarding potential updates
- Multicultural Center – Implicit Bias – Safe Zone Training

Governance:
- 2 openings for external committees (EEF and OSCHE) – Lisa will be sending email regarding call for applications
  - Employee Emergency Fund (EEF) – any employee can request based on eligibility. There are examples of what constitutes an emergency (fire, domestic violence, illness, etc). EAP organizes request and EEF committee will review. Not a huge time commitment. Mostly conducted via email
  - Ohio Staff Council of Higher Education (OSCHE) – staff representation from various colleges and universities in Ohio. Offers unique opportunity to network with other institutions. Requires travel
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- Communication will go out regarding grant reviewers. Would like to have review groups assigned prior to Aug 8th business meeting
  - Grants are reimbursement based
  - Links to manager grants has been fixed

Outreach & Engagement (O&E):
- Staff Appreciation Week update. Thank you for everyone for their help with the Ice Cream Social
  - Aaron received feedback regarding staff that are not allowed to attend staff appreciation week events. Managers are not supportive of this. Feedback will be given to Susan Basso and President Drake
- Football Ticket giveaway – another chance to win tickets for staff tickets for Sept 22nd game. OHR will verify if our list of names is on the ‘opt in’ tickets list. Employees cannot win both sets of tickets
- School Supply Drive – Aug 5-11th
- Family Picnic – Aug 5th from 11:00-2:30 at Fred Beekman Park. Sign up will be coming out soon.

Staff Compensation & Benefits (SCBS):
- Megan and Courtney are working on scheduling standing subcommittee meetings for semester
  - First SCBS subcommittee meeting is TBD but will be sometime Aug 6-10. Will be discussing goal setting
- Upcoming meetings:
  - Ann Massaro - Aug 8th (USAC & Enterprise Project engagement)
  - Christine O’Malley - Aug 1st (USAC/OHR updates)
  - Rob Prisbrey - Aug 2nd (Class & Comp updates)
- OHR/Health Plan has decided to postpone employee-wide communications regarding the new health plan updates until a later date. Next Health Plan Oversight meeting is scheduled for Aug 2nd.

Task Forces

OHR Liaison Report

Items for Group Discussion
- Retirement Benefits Update – Julie Hovance and Joanne McGoldrick (9:00-9:30)
  - Retirement Administration at Ohio State
    - 7 university sponsored retirement plans
    - 15 active providers for ARP, 403(b), 457(b), and executive plans
    - ARP Vendors are approved by the state. We can now pick 4 vendors that are approved
  - The regulations now require a more thorough application and review process which is conducted every 3 years by the State.
  - New 403(b) regulations permit Ohio state to narrow providers to 4 at own discretion
• 457(b) requires Ohio Deferred Compensation. Additional providers are optional

• Delegation of Authority
  ▪ Board of Trustees delegated authority to SVP of Talent, Culture and Human Resources
  ▪ Committee’s work includes recommendations include
    • Recordkeeping services and product offerings
    • Provider’s fees

• Plan Redesign Goals
  ▪ To lower costs
  ▪ Implement recently approved ARP legislation
  ▪ Simplify the participant experience by reducing the number of vendors
  ▪ Offer common Recordkeeping across plan, where feasible
  ▪ Common investment structure across record-keepers
  ▪ Offer investment options that increase the likelihood that participants will earn better long-term, risk-adjusted performance
  ▪ Evolve with industry best practices and marketplace changes

• Other Universities are going down to 1-2 providers. The law prevents Ohio State from doing this

• Administrative Redesign Goals
  ▪ Simplify administration and have more uniform process methods across multiple providers
  ▪ Simplify Plan agreements and combine to one document
  ▪ Increase education
  ▪ Streamline distribution requests and decrease turnaround time
  ▪ Implement performance guarantees
    • Rate on return will not be a part of performance guarantees
  ▪ Increase vendor audits
  ▪ Provide for simplified enrollment and election changes

• Upcoming steps
  ▪ Vendor agreements
  ▪ Master record keeper agreement
  ▪ Socialize and educate
  ▪ RFP for Communications consultant and implement communications plan
  ▪ Agreements with terminated providers

• Anticipated timeline is July 2019. Communication will start early 2019

• If vendor is terminated, current assets may stay with vendor. However, all future contributions will need to go to new vendor. If not selected, funds will be defaulted to a vendor.

• Joanne would like USAC to be ambassadors of change.

• Asked to come back to present on vendors and investment plans in late fall 2018

  o Pronouns – What They are and Why They Matter – Lena Tenney (9:30-10:00)
  ▪ Current pronouns
    • They, Them, Theirs – gender neutral
    • She, Her, Hers, Herself
• He, Him, His, Himself
• Ze, Hir/Zir, Hirs/Zirs. – neopronouns
• How people treat you and how you perceive yourself to be. We try to put people in little boxes based on appearances
• Common questions
  • It is a singular ‘they’. Most people identify ‘they’ as plural
  • You already know how to use singular they and just don’t realize it.
  • Population of transgender and gender non-conforming is increasing especially in millennials
• In order to understand how someone wants to be addressed introduce yourself and the pronouns you associate with. ‘Nice to meet you. I’m ___________ and I use the pronouns ____________’.
  • Gender allies help normalize the use of pronouns by using pronouns with introductions to help minimize just outing trans people
  • The Williams Institute is a great resource for an IT perspective regarding gender. This resource produces research with real-world relevance.
    • Providing pronouns in email signatures, business cards, and social media accounts gives others a heads up on how you would like to be addressed before a meeting or interview. Pronouns are extremely helpful when trying to figure out how to address someone in a cover letter rather than simply going by name
  • Name tags can also be ordered with pronouns which are color coded. Conference ribbons can also be added to nametags referencing gender pronouns
• It’s more than pronouns. It’s also access to bathrooms and other systemic issues
• Pronouns should not be preferred but mandatory
• Gender inclusive language is important.
• TransOhio offers free legal assistance to change names and gender on IDs. Financial assistance is also available
• Ask respectful questions and utilize available resources
  • Trans Student Educational Resources (TSER) is a great resource for families
  • Trans in College: Transgender Students’ Strategies for Navigating Campus Life and the Institutional Politics of Inclusion by Z. Nicolazzo
• Melanie asked if there has been discussion with marketing regarding branding especially with email signatures

Adjournments