

UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes

August 14, 2019

Dave Griner Room - RPAC

8:30 - 10:30 a.m.

In Attendance: Chrissy Sprouse, Steven Blalock, Katie Watkins, Sherri Hall, Tim Lombardo, Sandy Otis, Christine Benadum, Emily Kelley, Brittany Crall, Faith Kline, Tracey Pawlowski, Ferdinand Avila-Medina, Laurel Van Dromme, Andrew Jordan, Stacey Copley, Randall McKenzie, Drew Miller, Courtney Sanders, Steven Loborec, Sunny Zong, Aaron Moore, Brittany Savko, Twhila Holley, Kate Blevins

Call to Order

Adoption of the Agenda (approved)

Approval of the Previous Meeting Minutes (approved)

Executive Committee Reports

Out of time to discuss EC reports and subcommittee Reports, but please refer to box to read reports

Chair:

University Leadership Meetings Recap

- Reminders from Andrew to be engaged with speakers when they visit USAC
- On box there is a copy of today's agenda and the first subcommittee reports, please feel free to take a look at those to get a better sense of the work that is being done.

Chair Elect:

Communications:

Secretary/Treasurer:

Subcommittee Reports (link to reports <https://osu.box.com/s/ihth48txkqhijiswhy211m2lhj3p7li>)

Inclusive Excellence (IE):

Governance:

Staff Grant Review

Outreach & Engagement (O&E):

Stuffed more than 125 backpacks for the School Supply drive

Staff Compensation & Benefits (SCBS):

OHR Liaison Report

Items for Informational Purposes

Workday 101 – William Ashley (8:30-9:00)

Communication Director for Enterprise Project

- Business transformation project (Exceptional Service + Modern Technology = A Better Ohio State Experience)
- Enterprise team looks at USAC as a key partner

Workday (GO LIVE: SU2020 – Finance, Supply chain, HR and Payroll, SU21 – Student)

- Cloud-based, **single system** for Ohio State business
- Updates at least twice a year to keep us current (this is significant as Ohio State hasn't had an update for the finance system in 15 years)
- Mobile-friendly!
- Data opportunities are sophisticated (quality, visualization and reporting)
 - Reduces risks and more time effective
- Greater visibility into university transactions and processes
- William then pulled up the Workday system to give us a sense of the user experience
 - Intuitive search bar
 - *Question: "will the search bar be able to interpret what we want: ex: if we type 'pay check' vs. 'pay slip'"*
 - No, but training materials and tip sheets will be available to help staff
 - Bell icon = notifications
 - Customizable notifications (choice of one daily digest email vs. multiple emails)
 - File folder icon = Inbox (to-do list)
 - Example: time-off request
 - Applications
 - Examples: View benefits, or "my team" to see organizational charts at different levels, or "absence" where you can request time away from work
 - *Question: "Is the Homescreen customizable?"*
 - Yes, the applications are customizable, although some are default
 - *Question: "Will there be training on 'this is what it was, here is what we call it now'?"*
 - Yes, William plans to come back to run through some of the trainings, job aids, etc. to get our feedback. Learning curriculum is being finalized now!
 - *Question: "Is there a simplified way to learn what systems are being replaced?" (ex: OnCourse for staff who work with students)*
 - Yes, William is going to send Exec a link from the web-link that shows the scope of this. System disposition list to show if Workday will replace or not. (link: <https://osu.box.com/s/gfd3tv97cynxa59xfnwa5wn1smp3dk6h>)
 - *Question: "Will managers have an easy way to view time off for multiple employees"*
 - Yes, you can see it all on one calendar!
 - *Question: "Kronos integration?"*
 - Will use Kronos for time off request still at the medical center, but medical center employees will use Workday for leaves of absence

Career Roadmap Updates – Rob Prisbrey and Lisa Kennedy (9:00-9:45)

Career Roadmap Overview

- Comprehensive job family and compensation structure
 - Better visibility to career paths, common language and market relevance
- Things that are NOT changing
 - Not reducing base-pay
 - Not trying to redesign jobs and reporting relationships
- Things that will change
 - More clarity and confidence, job function, etc.
- Benchmarking: Learned a lot from this process

Career Framework

- Job Function, Sub-Function, Career Band, Career Level

- Job Function
 - Broadest way to categorize jobs
 - Example: Marketing and Communications, IT, etc.
- Sub-Function
 - More specific, ex. IT: Project management, system analysis, etc.
- Career Band
 - Series of jobs; progression
- Career Level
 - Ex. Technical = non-exempt, doesn't need a 4 year degree, etc., Clinical = exempt, Nurses, etc., Specialized = higher level, Managerial = roles that lead a group of individuals, achieving results through guiding an organizations, Executive
- Question: "Is there a clear path to move from one Career Band to another?"
 - Moving from Specialized to Managerial

Job Profiles

- Describe the jobs that exist
- Function and Sub-Function description (describes the work)
- Content from Career Band and Level guide
 - Always described in consistent way
 - Drives consistency throughout the whole organization

Outcomes

- Career Framework
- Job Catalog
- Salary Structure
 - Annual update process
- Salary Administration policy

Results of Career Roadmap

- Staff Employees
 - Transparent career paths, etc.
- Managers/HRPs
 - Compare jobs in department, etc.
- Colleges & Units
 - Standardized pay ranges, equity, etc.

Process

- Happening or In-Progress: Design, stakeholder conversations, bench marketing
- To come: Position mapping, critical questions, employee confirmation (manager to speak to each employee and answer questions), System Go-Live

Timeline to Go Live

- Sept-Dec – position validation happening
- Early 2020 – Ohio State leaders will review outcomes and finalize positions
- Summer 2020 – Pause for Workday Go-Live
- Aug-Nov 2020 – Employee Review Process
- January 2021 GO LIVE

Mapping Process was discussed

- HR Preview, Manager Validation, HR Validation and Unit HR Reconciliation (happening from Aug-December)
 - Looking at outcomes, timing, who owns, who supports and trainings

Toolkit (available on the website)

- CR Fundamentals eLearning
- There are validation steps with tools for each
- Rob gave us an example of taking employees through the process of being mapped

Call to Action

- Visit the position mapping web page
 - <https://hr.osu.edu/career-roadmap/position-mapping/>
- If you are a manager attend learning session in September
- Advocate and Support (share with teams)
- Reach out to your HR partners

SCDG Review Process – Veronica Herrera and Sunny Zong (9:45-10:30)

Application process is moving ONLINE!!!

- <https://apps.hr.osu.edu/CareerDevelopment/Admin>
- Process has been simplified and is very intuitive
- Presentation available on Box
- For reimbursement recommended to go through department
 - For travel, must use the University system or they will not be reimbursed

Rubric Training

- Overview of grant and examples of the types of activities that are eligible for grants
- All grants are reviewed by 3 people (2 USAC and 1 OHR)
- If there is a large discrepancy amongst the reviewers (20 or more points) there should be a discussion so consensus can be reached
- USAC Governance leadership will compile scores and send to OHR and awardees will be finalized
- Sunny covered the specific sections of the rubric, please refer to box if you need reminders
- Veronica encouraged that we grade to the rubric, not comparing applications to each other
 - We want staff to have this money, so don't be overly critical

Timeline

- USAC team review: August 14-26
 - Governance Compilation: August 27-28
 - USAC/OHR final review: August 29
 - *Tentative Award Announcement: September 5*
- **Please do not change format of the spreadsheet in box**
 - Recommendation to plan time wisely – do not wait until the last minute
 - If there is a conflict with time/person on the list please notify Governance

Items for Group Discussion

Adjournments (10:32am)