UNIVERSITY STAFF ADVISORY COMMITTEE

Executive Meeting Agenda
August 14, 2019
Dave Griner Room - RPAC
8:30 - 10:30 a.m.

In Attendance:

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

Executive Committee Reports
Chair:
University Leadership Meetings Recap

Chair Elect:
Agenda Planner

Communications:

Secretary/Treasurer:
Expense Reports
Filling the Vacancy

Subcommittee Reports (link to reports https://osu.box.com/s/ihth48txqhijiswhy211m2lhj3p7i)
Inclusive Excellence (IE):

Governance:
Staff Grant Review

Outreach & Engagement (O&E):
Staff Appreciation Volunteers

Staff Compensation & Benefits (SCBS):
Survey Update

OHR Liaison Report

Items for Informational Purposes
Workday 101 – William Ashley (8:30-9:30)
Career Roadmap Updates – Rob Prisbrey (9:00-9:45)
SCDG Review Process – Veronica Herrera (9:45-10:30)

Items for Group Discussion

Adjournments
Subcommittee Report to Executive Committee

Subcommittee: Inclusive Excellence
Date: August 6, 2019

Agenda Meeting Focus:

- Tim Lombardo recommended that the IE committee members take the Digital Accessibility Policy training on Buckeye Learn. IE committee members have agreed to take the training and recommend that the Vice Chair of Communications take the training as well because of their role being in direct alignment with the website fliers, social media, etc.
- IE members were delegated to each USAC subcommittee and will be sending emails to introduce their selves and establish ongoing working relationships.

Committee Summary/Updates:

- IE Chair and Vice Chair will be meeting with USAC leadership to discuss future initiatives with D&I stakeholders across the university and vision for IE.
- Chair has touched based with Nina Brooks, Leadership and Development to establish a working relationship.
- IE members agreed to hold 30 minutes subcommittee meetings after every business meeting, with agenda items being sent to chair prior to meeting.
- IE members agreed to document in Box agenda items for subcommittee prior to meeting in order to have a productive meeting.
- IE members will continue to improve partnerships with university PPCW, Senate diversity Committee, ODI, Gender Equity and Compensation (FCBC), OHR Leadership and Development, and ADA.

Next Steps and/or Deadlines:

- IE members currently taking Digital Accessibility Policy training on Buckeye Learn requesting this be completed prior to next business meeting.
- IE members will vote on finalizing mission statement prior to next business meeting.
- IE members will be exploring and taking other D&I related courses on Buckeye Learn to identify and recommend diversity training for USAC members at a later date.
- IE members will be discussing which ERG and Regional campuses they would like to be assigned at next subcommittee meeting.
- IE committee members agreed to develop a checklist for each subcommittee.
- IE committee will audit the USAC website.

Items of discussion, assistance needed, or recommendation to Executive Committee:

- Chair and Vice Chair will be meeting with USAC leadership in the next few weeks.

Submitted by:
Twhila Holley
Subcommittee: Governance

Date: 8/7/19

Agenda Focus: Senate Elections, Staff Grants

Committee Summary/Updates: Successful election of 1st cohort of Staff Senators, Upcoming Staff Grant Application Review process

Next Steps and/or Deadlines: Onboarding Senators-Orientation 8/7 4-5p; Call for external committees to both current and alumni USAC members 8/5-6—set to be reviewed by governance subcommittee 8/13-18, notify external committee chairs by 8/20; Begin assignment of Staff Development Grants application review; Begin evaluation of election process for next year Staff Senator, USAC executive team and New Members

Items of discussion, assistance needed, or recommendation to Executive Committee: Timely Staff Grant reviews by all USAC members dates TBD but estimated 8/14-8/25

Support Needed from Executive Team: Chime in should there be a conflict of interest for external committee application review; support to ensure all staff grants reviews are completed timely.

Submitted by: Kate Blevins
USAC SUBCOMMITTEE: O&E

DATE: AUG. 5, 2019

AGENDA MEETING FOCUS

 Updates on School Supply Drive,
 Staff Appreciation Football Game & Tailgate
 Staff Engagement Survey Results
 Note: We have a meeting scheduled on Aug. 8th so this might change.

COMMITTEE SUMMARY/UPDATES

Annual School Supply Drive

 We send an informational email to donation site volunteers
 The information was included in the USAC newsletter, OnCampus Today, the USAC website and pushed through social media.
 USAC members were sent a flyer and asked to get the word out to others as soon as possible.

Note: We didn’t include the football ticket lottery with the supply drive this year for several reasons.
1. We didn’t get many entries from the donation sites.
2. We don’t believe the supply drive needs a motivation call to action aspect to it.
3. Hand-written entries are hard to manage so we went to an electronic method.
4. Lottery winners have to be in to OHR by Aug. 7 while the drive is still going on.
5. We had over 100 entries from the Ice Cream Social and with the additional promotions listed above we will have over 1,000 more entries.

Staff Appreciation Football Game and Tailgate – Aug. 31, 2019

 We are receiving 100 tickets from OHR which we will distribute in pairs.
 USAC tailgate volunteers’ ticket requests will be filled first.
 All other tickets will be distributed to winners of the lottery.
 Entries will be listed in an Excel spreadsheet and sorted randomly. Two USAC members will audit this process.
 The winners’ names will be submitted to the OHR for validation on Aug. 8 before USAC’s announcement and inviting them to the tailgate. (Note: OHR sent the winners from their lottery on Aug. 5.)

NEXT STEPS AND/OR DEADLINES

1. School Supply Drive
2. Staff Appreciation Football Game & Tailgate
3. Finishing touches on mission statement and goals
4. Review survey results from the Ice Cream Social
5. Proposal for engagement activities to replace the SBWE

ITEMS OF DISCUSSION, ASSISTANCE NEEDED, OR RECOMMENDATIONS TO THE EXECUTIVE COMMITTEE

 Please remind us when we need our proposal for the recommendation to replace the SBWE with other engagement activities.

SUPPORT NEEDED FROM EXECUTIVE COMMITTEE (OPTIONAL)

 Help promote the need of volunteers for the Staff Appreciation Tailgate on Aug. 31st.

SUBMITTED BY: Christine Benadum
Committee Name: SCBS
Date: August 5, 2019

Agenda
• Share mission statement and goals for 2019-20

Focus

Mission Statement and Committee Name Change Proposal

Mission Statement
SCBS is responsible for engaging with policies and university initiatives that impact staff and promoting an equitable staff experience. We accomplish this through data collection, education, and partnerships with organizations across the university. The topics we address include staff benefits, career progression and health and wellness.

Meetings
Courtney and Sandy met with Christine O’Malley to discuss her HR work and PPCW. PPCW is not going to be focusing on Flexible work this year. They will be focusing on tuition benefits and pay equity. She recommended that we consider partnering with PPCW this year for a group meeting to discuss pay equity, similar to what we did last year with flex work. She is working on the communication plans for the provider network project and also for career roadmap.

Courtney sat in on the OCM Advisory Board meeting for the Enterprise project. They discussed the new communication that will be sent out to managers to help staff identify how career roadmap will impact them and also what the timeline will look like for different types of stakeholders.

Courtney represented USAC on the Health Plan Oversight Committee Meeting sitting in for Megan Hasting. The meeting covered the roll out of the Health Plan Provider Network. We also discussed an external report that we participated in for benefits comparisons among the Big 10 and other peer institutions. The meeting also discussed YP4H and the use of Virgin Pulse.

Next Steps and Deadlines
This Wednesday, we have a subcommittee meeting scheduled to finalize our goals for the year and determine timelines and committee liaisons. Courtney will be spending this week and next reaching out to key partners throughout the university to begin discussions about how our goals fit in with work they are doing and how we could best partner together.

Items of Discussion for the Executive Committee
We would like to discuss the future of the New Buckeye Welcome event with the executive committee. We are also going to be voting as a subcommittee next week on proposing a name change for the committee. If this is approved by our committee, we would like to discuss this with the executive committee to see if the new name fits in USAC’s mission and what the process would look like to propose and vote on this change with the whole committee.

Support needed from the Executive Committee
One of the main themes of our conversation last week went back to staff perception and I expect that running a survey will be one of our goals for the year. We would like to support to understand how best to run something like this on behalf of USAC from a communications perspective and also how to consider the needs and questions that all of the subcommittees might be interested in learning more about.

Submitted by: Courtney Sanders