UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
September 11, 2019
RPAC - Meeting Room #1
8:30 - 10:30 a.m.

In Attendance: Stacey Houser, Emily Kelley, Faith Kline, Randall McKenzie, Drew Miller, Laurel Van Dromme, Ferdinand Avila-Medina, Steven Blalock, Kate Blevins, Brittany Crall, Lauren Gannon-Evans, Steven Loborec, Sandy Otis, Shea Ryan, Brittany Savko, Katie Watkins, Morgan Buckner, Stacey Copley, Paul Hogan, Twhila Holley, Aaron Moore, Courtney Sanders, Chrissy Sprouse, Sunny Zong, Andrew Jordan, Tracey Pawlowski

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

Executive Committee Reports
Chair:
- Standing items
  - Introduction of new member Paul Hogan
- Subcommittee updates are available on box
- Shared value initiatives – support survey end of the month see communications

Chair Elect:
- Agenda Planner

  - Action: All subcommittee’s please send mission statements to Chrissy by next meeting

Communications: No update

Secretary/Treasurer: No update

Subcommittee Reports

Inclusive Excellence (IE): No update

Governance: No update

Outreach & Engagement (O&E):
- Lauren will be filling the vice-chair role

Staff Compensation & Benefits (SCBS):
- Discussion of proposed committee name change to Staff Affairs Subcommittee
  - The expectation would be to update it in FY21 with the bylaws review and changes
  - Mission statement: The Staff Affairs Subcommittee 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.

Task Forces
OHR Liaison Report

- Scheduling Work and Overtime and Holidays are the next policies open for feedback
  - An employee must receive paid time during a week that includes a holiday
    - Overtime calculation of hours will include holidays
    - Policy will align practices for differential pay
    - Comp time payout alignment with Ohio revised code will now have nonexempt staff use their time within a 365 day period or it will be automatically paid out. Will maintain automatic payout upon transfer or termination

Items for Informational Purposes

- Gary Clark – Security Awareness Incentive Platform (8:30-9:00)
  - An awareness platform to change perceptions of security being burdensome, culture to be more security aware, habits and behaviors of users and not just compliance, and create advocates
  - Incentive platform to increase engagement through a user focus, interaction, self-interest and incentive
  - Intention is to promote security at home and at OSU. Technology has converged; focus on people holistically.
  - Promoting training focused on you with direct actionable takeaways
  - You can earn points for security related content and you have the choice of what you engage with
    - Different formats include short articles, podcasts, short videos, and quizzes
  - Reporting will export to Buckeye Learn
  - Optional platform of web or mobile. OSU employees can use this platform to meet their annual cybersecurity awareness training platform requirement, if they choose.
  - Rewards system has 5 levels
    - A rewards store includes items that are “for you” to be used at work or at home such as anti-malware
    - Gary passed around samples of branded apparel that can be a reward choice as well
    - Completing the first level (1) also meets the annual cybersecurity awareness training requirement
  - Data was provided on how the training is built based on information obtained from focus teams that provided feedback on content, length, and feelings of the activity
  - Production of training for staff of OSU and the OSUWMC (including student employees) is set for October 28th with students and contractors to go into production in the future
  - Question: Will there be an overlap in Buckeye Learn?
    - The training is currently still available in Buckeye Learn and is available for staff to take. The incentive program is optional.
  - USAC Action: To be security advocates. Please contact Gary Clark (clark.1097) or the security awareness incentive platform team (c4u@osu.edu) to conduct presentations/demonstrations at your department meetings or other opportunities.

Items for Group Discussion

- Vote in Replacement USAC Member – Quorum is present. Motion to put forth to vote in replacement member for vacancy. Motion seconded. Motion passed.
- Vote in Replacement Secretary/Treasurer Brittany Crall – Quorum is present. Motion to put forth to vote in replacement for vacancy. Motion seconded. Motion passed.
- Discussion to fill another vacancy and it was decided that it was still early enough to reach out to alternate.
- Prep for Provost McPheron visit to business meeting
  - Action: discuss in subcommittee and provide feedback of discussion items

Adjournments