

# UNIVERSITY STAFF ADVISORY COMMITTEE

## Business Meeting Minutes

September 25, 2019

Women's Field House

8:30 - 10:30 a.m.

**In Attendance:** Annie Bingman, Sherri Hall, Emily Kelley, Randall McKenzie, Laurel Van Dromme, Ferdinand Avila-Medina, Steven Blalock, Kate Blevins, Brittany Crall Lauren Gannon-Evans, Steven Loborec, Shea Ryan, Brittany Savko, Katie Watkins, Stacey Copley, Paul Hogan, Tim Lombardo, Aaron Moore, 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:

- Digital Home Committee
  - Action: Looking for a USAC representative to attend biweekly meetings and provide feedback. If you are interested please reach out to Andrew.
- Career Road Map Training Sessions
  - If you are a supervisor, you should receive notice to sign up for trainings that start in October.
- USAC & PPCW Meeting
  - Last year a joint meeting was held with a focus on flex work schedule
  - This year, looking into having a meeting on October 14 but still working on a location. Possible topics may be pay equity and mentorship
  - Once a location has been determined a meeting invite will be sent out
- Introduction of Annie Bingham first year USAC member

#### Chair Elect:

- Agenda Planner
  - Action: Jay Kasey if you have questions or topics to discuss please send to Andrew and Chrissy
  - Beth Hume
  - Mike Papadakis
  - Kellie Uhrig to discuss Suicide and Mental Health Task Force
- Will be sending out an email for Health Athlete program Friday January 24 for USAC members to attend
- Action: Last call for SAC liaisons to provide updates, please contact Chrissy if interested
- Working with regional members to connect to schedule SAC meetings

#### Communications:

- The new Security Awareness training link was sent out

**Secretary/Treasurer:** No update

### Subcommittee Reports

#### Inclusive Excellence (IE):

- Working with Communications Chair to highlight a new resource in the USAC newsletter

## **Governance:**

- Held a productive subcommittee meeting to discuss what direction the subcommittee is going to take for this year

## **Outreach & Engagement (O&E):**

- President Drake's Senior Leader Conversation Event – Tuesday, December 10, 12:00-1:00 PM
  - We are open to location options which are handicap accessible, can accommodate 100 or more individuals, will allow for WOSU live streaming and sign language interpreter(s), and is close to an Ohio State CABS route.
- OHR Senior Leaders event is still planned for late spring 2020 but are open to moving the date if a need is found in providing clarification and updates on the HR Transformation project, the Shared Service Center and the Career Roadmap. We would appreciate if USAC members would continue to engage their colleagues in conversations around this topic and report back if a gap is found.

## **Staff Compensation & Benefits (SCBS): No update**

## **Task Forces**

### **OHR Liaison Report**

- Starting Strong Cohort Experience for New Managers
  - Four day program provides managers who are new to Ohio State with foundational skills and clear expectations of their role and mindset as a manager. Can be found in BuckeyeLearn.
- HR is partnering with enterprise project to provide more manager training
- Pam Doseck and Mary Ellis appointed leadership for Total Rewards

### **Items for Informational Purposes**

- Karen Durano – Organizational Change Management (8:45-9:30)
  - Strategies for leading people through change and the different phases
  - Change management and the Valley of Despair
    - What is it?
    - Why does it happen?
    - What are the signs of despair?
    - How can we lead others safely through?
  - Bridge's Transition to Change Model
    - Change is an external event that happens instantly
    - Transition to change is an internal process that each of us experiences individually over time
    - Three Phases of transition are endings/letting go, neutral zone, and new beginnings
    - We are currently in the neutral zone which is the most challenging but is a necessary and natural phase
  - Everyone's transition journey is different and the neutral zone is a higher emotional state. Each individual's emotions are based on values, previous experience with change, and stake in the journey.
  - What is the valley of despair
    - The Valley of Despair is the transition stage when we feel bad about what we've lost and uncertain about what's to come. It's the realization that we actually have to change.
    - It is high pressure and rumors usually start during this phase
    - You have to figure out how you can work differently and still be successful
  - Dwelling in the Valley of Despair
    - Everyone's response is different and the depth and breadth of their valley is unique

- Have empathy for others to help others get through the change
- There are different thoughts, feelings and behaviors that individuals will have
- What's needed
  - Strong sponsorship
  - Strong leadership
  - Strong change management
- USAC can assist by being a strong leadership link
  - Provide strong leadership
    - Listen, Engage, Assess the situation, and Direct
  - Focus on communication, training, and learning
  - Tips for leading
- Karen led a change management exercise with role playing to walk through how to LEAD someone through the Valley
- Questions
  - How much of the change model is being shared with supervisors? A suggestion was made that this training be provided
  - People have been asking about what exactly is going to be different. When will front line users be able to use the new system and how will my job be different? Currently, the project is in the testing phase. It's okay to let people know that you will share information with them as soon as it becomes available to you.
- Provost McPherson (9:45-10:30)

#### **Items for Group Discussion**

- Vote in Replacement USAC Member Jill Hampshire from alternates to serve a one year appointment ending on June 30, 2020. Motion to vote to fill vacancy. Motion seconded. Motion passed.

#### **Adjournments**