UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
February 12, 2020
Recruit Room, Ohio Stadium
8:30 - 10:30 a.m.

In Attendance: Annie Bingman, 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, Katie Watkins, Morgan Buckner, Paul Hogan, Twihila Holley, Tim Lombardo, 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:
• Shared Values Initiative Updates
  o Initial report of the University Shared Values has been provided from ECI which is the company that was used to collect the information from the University community
  o Conversation among the steering committee is around what this data means, how it is going to be disseminated and when information will be communicated
  o There is opportunity for USAC to make shared values a part of the decision making process to have a unified voice across the University
  o Mary Frances Gardner, Kim Potter, and Gates Garrity-Rokous attended the last executive committee meeting. Andrew will check with them to see if the presentation can be shared if ready for public consumption

• Presidential Open Forums
  o There are additional listening sessions for the Presidential search if anyone would like to attend. The committee is trying to create a picture of the University as well as what should be looked for in a President. Please pass on to respective units’ information about sessions to provide the committee with more perspective.

• USAC Election Reminder
  o USAC elections are right around the corner. Those currently in the positions would be happy to share more information about their roles. Think about your involvement and what you would like to contribute.

• Annual Report
  o Andrew had a meeting with Jay Kasey from Administration and Planning in which they discussed the comprehensive study of traffic and parking. There might be information to include in the annual report.
  o Received notice from the President’s Office of a change on the report out date to April 17th Bricker Hall at 11:30 a.m. Chrissy will send out a calendar request.
  o If you serve on a task force as part of USAC please send this information to Chrissy and Andrew to include in the report in order to provide an understanding of the breadth of reach of USAC members
Question: Do we know who will be interim President and do you think it might be strategic to include other staff in the room to understand what we are doing since the President is leaving
  ▪ It is Andrew’s understanding that there will not be an interim but we can look at getting this information out in a different way if needed

Chair Elect:
• In honor of President Drake, approval has been given to provide a Presidential Staff Award. One person from the 12 distinguished staff award winners will be identified for this new award.
• The new member recruitment video has had 421 views
• Communication is being sent out to the leaders of SACs in preparation for the local SAC retreat

Communications:
• Currently working with O&E to get information out about the Staff Benefits and Wellness Expo and getting out member recruitment information for USAC

Secretary/Treasurer:
• Budget Review
  o Information presented is posted on box
  o Question: Do we want a higher balance at the end of the year?
    ▪ Our goal is not to make money but we do not want the entire balance to be used by the end of the fiscal year because many of our expenses go over into the next fiscal year due to timing.

Subcommittee Reports
Inclusive Excellence (IE):
• CEO Action Day of Understanding (10 minutes)

Governance:
• Sent out a message to all those who volunteered to review the professional development grants. You will have about 3 weekends to complete the scoring. Please let Steven Blalock or Sunny know if you have any conflict of interest. Information can be found under the Governance folder in box and please remember to try and not leave the scoring until the very last day and all at once to prevent burnout.
• Governance also held a meeting to discuss the Staff Senator selections

Outreach & Engagement (O&E):
• Expo update (10 minutes)
  o 36 vendors have registered to date
  o Overall expenses are around $5,000 and current income is at $7,800 including a $1,000 grant from the Chief Wellness Officer.
  o March 1 is the cutoff deadline for registrations, but will still leave vendor registration open.
  o Working with Shea and Andrew to communicate to vendors.
  o Laurel and Randall are working on sessions. Laurel reported registration is set up in BuckeyeLearn for breakout sessions along with biometric screenings. Buckeye Wellness will put these in their staff newsletter as well.
  o Please expect an email in the future about volunteer requests for the expo
• EAP is hosting three sessions on change management, career roadmap, and service delivery sessions coming up. Look for dates posted on BuckeyeLearn and we have already had people sign up
  o Susan Basso conversation event coming up in April hosted at the Union and discussions will be coming up in the next meeting requesting topics
Staff Compensation & Benefits (SCBS):
- Flexible work toolkit (10 minutes)
  - Toolkit was released and SCBS partnered with the HR policy group to include a link within the policy that will link out to USAC resources.
  - Meeting was held with Molly Driscoll to discuss the starting strong program and creating quick easy resources for managers.
  - The subcommittee is currently working on the flexible work conversation guide
  - Members have also had the opportunity to present as part of the roadshow in Mansfield
- Career Road mapping titling board has put together recommendations that will be presented and feedback will be received in the coming weeks
- Paid time off data collection was suggested last year for the annual report. Steven Loborec and Stacey Houser are hoping to put together a proposal to be presented to USAC and then possibly put forward.

Task Forces

OHR Liaison Report
- The last HR policy out for feedback is Background Check policy. All other feedback has been received and many individuals who supplied feedback received responses. Effective date of policies will be June 22. Second round of policies will be in May.
- Individuals have received their appointment letters for the HR Service Delivery initiative. These letters are very similar to offer letters. The next step in this process is the actual transition which is very complex to ensure that the current work continues because some people will be moving into new roles and or locations. Please continue to have patience.
- Enterprise project has increased their marketing campaign with a series of videos and advertisements such as brochures
  - Question: What do you recommend we say about the student side of the Enterprise project?
    - The University is working very closely with Workday. As we continue to configure and test, the timeline has had to be extended. More details can be found on the Enterprise project website and questions can be sent in to the contact listed on the site.
  - Question: Contracts get signature approval through OnBase. Will this be integrated into Workday?
    - Not sure will need to get information
    - Information was obtained after the meeting that OnBase will still continued to be used.
  - Prepare for Workday by taking the security trainings FERPA, GLBA, IDP, and possibly HIPPA if it is specific to your job to prepare to get access.

Items for Informational Purposes
- Reminder that next meeting will be back in the RPAC

Items for Group Discussion
- Presidential Search Listening Session – Gene Smith and Andrew Jordan (9:30-10:30)

Adjournments