

# UNIVERSITY STAFF ADVISORY COMMITTEE

## Business Meeting Minutes

May 13, 2020

Carmen Zoom

8:30 - 10:30 a.m.

**In Attendance:** Annie Bingman, Sherri Hall, 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, Jill Hampshire, Paul Hogan, Twhila Holley, Tim Lombardo, Jennifer Marinello, 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:

- Winter Recess Next Steps
  - Currently HR's main priority is returning to work
  - Winter Recess initiative is on pause as USAC works to support returning to work as well
  - Question: Have you heard if the implementation Of Winter Recess will be suggested to move to 2021 instead of 2020
    - Yes right now it is recommended for 2021 with a change of leadership and allow more for data collection
  - Question: AMCP will most likely not occur. Has this been thought of as an opportunity to increase morale in 2020?
    - This has not come up
    - Additional comment: Well-being is a priority in the initiative and this seems to be a current concern. With no salary increases it symbolizes the well-being of staff
    - Additional comment: Workday will be a huge lift for staff during this year as well
- Energy Savings
  - Meeting held with Jay Kasey last week and he provided an energy update
  - While people are not in the buildings on campus, peak leveling allows temperatures to fluctuate around 50-80 degrees
  - The University realized about half a million for energy savings for the month of April which helps support the idea of Winter Recess savings
- Return to Work Update (Laurel Van Dromme and Sherri Hall update)
  - Chrissy sent out information about opportunities that USAC members are supporting different task forces
- Big Ten Advisory Committee met last week
  - Pandemic planning was the main topic of conversation
  - Main take-a-way
    - OSU was in a good position prior to the pandemic which has delayed action of furloughs
    - Interesting to see the varying levels of where institutions are at in

- planning
    - Staff well-being is in a good place for OSU
- Reminder that Senate has extended meetings into May and June

#### **Chair Elect:**

- Agenda planner
  - Sunny Zong confirmed external committee updates for May 27th and June 3rd
  - Sara Childers will be attending the May 27<sup>th</sup> meeting
- Presidential Staff Award update
  - Winner will be notified this week
- New Member Orientation will occur in a couple of weeks

#### **Communications:**

- Working with SCBS to update the name change to Staff Affairs on the website and other locations that are being identified
- Question: Do we have any reminders going out about Staff Senator applications?
  - Communication went out the beginning of the week but another communication can be followed up

#### **Secretary/Treasurer:**

- Budget Update sent by email

#### **Subcommittee Reports**

**Inclusive Excellence (IE): NA**

#### **Governance:**

- Staff Senator applications are due on Friday and information will be coming out in the coming days about next steps

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

**Staff Compensation & Benefits (SCBS): NA**

#### **Task Forces**

- USAC Elections (8:30-9:30)
  - Secretary/Treasurer election
    - Candidates Emily Kelley and Laurel Van Dromme
  - Each candidate will have 10 minutes to address the committee and 10 minutes for questions
  - Vote will be conducted through Qualtrics with a link provided through zoom chat. Both candidates will leave the zoom call and then have assigned times to call back in. Results will be provided after the meeting by email.
    - Results
      - Secretary/Treasurer Laurel Van Dromme

#### **OHR Liaison Report**

- Communications start on Monday and will continue through this week about updated Workday timelines and plans
- The Workday calendar will be refreshed in June with the updated dates
- William Ashley, Director of Strategic Communications and Engagement for the Enterprise Project will be transitioning out in June

#### **Items for Informational Purposes**

- Suicide and Mental Health Task Force – Kellie Uhrig (9:30-10:00)
  - Background Information

- April 2018 the President created a Task Force to review suicide prevention and mental health particularly for students
    - There was a list of around 20 short term and additional long term recommendations that this task force has been working on for 18 months which was the expected length of time the task force would remain together
  - It has become very obvious to the task force that a maintenance plan is needed to continue the work started by the task force
    - There have been a lot of actions and culture of care
    - The implementation team has agreed to work together into the fall particularly in light of COVID-19 which has somewhat interrupted some of the goals
  - Recent progress since the last report to USAC
    - The Wellness App has launched in both apple and android
    - In the process of finalizing the guide to distressed individuals and printing around 20,000 which has been halted due to the COVID-19 response
      - A link was provided of the handbook to the website in January
    - Presentation to the Board of Trustees occurred in February
  - Susan Basso is on the Executive Support for this Task force and she always asks how various projects can also apply to staff
  - Question: Have resources been provided concerning bullying by managers or advisors of students and how have these resources helped to address root causes of issues rather than provide just general information?
    - There are a lot of root causes which is why the task force provides general information and awareness of resources to help direct people for their individual situation
    - Balanced score card of resources provided
    - Office of Institutional Equity have focused on these types of concerns and may have more information
  - COVID-19 has caused a shift in how support is provided and working through the changes
    - Example: If students were working with counselors in Ohio and had to move back to their primary residence in another state, many of the counselors are not licensed in different states
- Orientation Updates and Feedback – Lin Hillis (10:00-10:30)
  - Looking for feedback for talent strategy
  - Gail Marsh's group leads strategy for OSU
    - They have already started thinking about talent and culture
    - Steering committee has been created which includes the USAC chair. The committee is trying to understand what kind of talent and culture we want here and taking these practices to the next level.
    - Last fall was the first meeting and reviewed what information was collected concerning talent to date
      - 60% of the workforce was under 39
      - The average age of a new hire is 25
      - Looking at succession planning
      - Diversity and inclusion has stayed flat
      - Do a good job of attracting talent but not retaining talent and we do not have a good idea of why this is happening because we do not have consistent practices in place
    - 5 areas to work on
      - Inclusive work environment
        - Question: Do you know what level people are at who we have information on?

- Turnover comes mostly at the individual contributor level and not as much at the managerial level
  - It is difficult to keep ethnic minorities
  - It will be interesting to see if data changes when the \$15 minimum wage increase goes into effect
  - Workday has a more robust exit interview capture of data because pay typically is not just the only thing that retains employees. There are many things that people could be unsatisfied with.
  - USAC Member Feedback
    - Focus on the first year is very important and how can we hire from the community more
- Innovative workplace practices
- Recruiting and onboarding
  - Orientation
    - Implementation was going to be in May and now converting to a virtual orientation due to COVID-19
    - Goal first week in October to offer orientation to all of the University
    - Common start dates will begin in August and September
- Leadership development
  - Question: You talked a little bit about trainings and requirements of things that managers will need to go through, what are the behaviors we expect our leaders to have and how to expect them to get these skills?
    - As part of the Talent and Culture strategy we will be developing a Leader Framework at OSU to include the behaviors that we would like our leaders to exhibit.
- Performance Management
  - Not thinking about punitive rating system that we meet about once a year but more of goals to be worked on throughout the year
- Due to time constraints additional feedback from USAC members can be sent to Chrissy and Andrew and they can pass it on to Lin

### Items for Group Discussion

- Laurel – Return to campus efforts Scientific Advisory Group
  - Comprised of efforts by experts across campus and split into several subcommittees such as residence life, PPE, and return to work
  - Report is due by noon today to the President and will be reviewed over the next week
  - Recommendations will be provided in a tiered model according to level of risk the University was willing to take on
  - Physical distancing will be necessary moving forward
  - Wearing of face coverings and what kinds of face coverings are being reviewed
  - BuckeyeLearn will be a good way to get information out about recommendations and how the recommendations were formed
  - Question: Is there any thought of the concern of the HVAC systems and recirculation of air might?
    - Consideration of how air can be recirculated on all of the campuses and the need for PPE which is more than face coverings and gloves has been discussed

- Question: Has there been a suggestion of regular testing of staffing and how that will be provided and cleaning of buildings?
  - Yes it has been discussed including looking into the cost, what is effective and how often to complete testing
  - Cleaning is another committee but it was discussed of what kind of products and the level needed of cleaning by risk tier

## **Adjournments**