UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes

May 27, 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, Brittany Crall, Lauren Gannon-Evans, Steven Loborec, Sandy Otis, Shea Ryan, Brittany Savko, Katie Watkins, Stacey Copley, Jill Hampshire, Tim Lombardo, Jennifer Marinello, Aaron Moore, Courtney Sanders, Chrissy Sprouse, Sunny Zong, Andrew Jordan

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

Executive Committee Reports

Chair:
- Senate Meeting Agenda
  - Called two special meetings of the Senate with the first being on 5/28/2020 3:30-5:00 PM
- Return to Work Updates
  - Health and Wellness Council update
    - University is preparing for return to work with a survey to collect more data. The survey is currently in draft form and is separate from the survey released by the Women's Place
    - Laurel Van Dromme confirmed that recommendations were submitted to Senior Leadership two weeks ago and the committee continues to meet weekly to address further questions that the Senior Leaders may have

Chair Elect:
- Reminder that there is only one business meeting left for the year
  - Will discuss final Staff Senators update
  - Updates will be provided from Megan Hasting for Health Plan Oversight Committee (HPOC), Kevin Petrilla for Athletic Council, Stacey Copley on Rec Sports
- Reminder the Staff Senators deadline for applications is extended until June 1

Communications:
- Another social media push will be made for the Staff Senator applications
  - Unsure of why there is a lack of applications
- Newsletter will go out Monday

Secretary/Treasurer:
- Continuing to work with O&E on CVENT refunds

Subcommittee Reports

Inclusive Excellence (IE):
- Thank you to those who provided additional feedback for Lin Hillis who presented at the previous business meeting
- Connecting with a few more additional ERGs to gain some feedback which can be built on in this next year

Governance:
- Will be sending out the call for external committee positions in June

Outreach & Engagement (O&E):
- The last Change Management event will be held in June
  - 42 participants attended the May 14th event
- Already thinking about what it looks like in the coming months to engage and support staff across all campuses in a more remote and virtual environment

Staff Compensation & Benefits (SCBS):
- Flexible Work Update
  - Collaborating on a Flexible Work Awareness campaign
  - Working with HR to change the form to include why a flex work schedule would get denied
  - Creating a resource guide for those who are working in this COVID environment

Task Forces

OHR Liaison Report
Items for Informational Purposes
- Senate Fiscal Committee Updates – Gerry Raimann (8:45-9:00)
  - Advisory committee to President and Provost including advising during times of emergency and stress
  - Membership consists of nine tenure track faculty, four undergraduate students, one graduate student, one professional student, three staff, and eight administrators
  - There are three subcommittees College Finance Subcommittee, Support Office Finance Subcommittee, and Student Fee Review Subcommittee
    - There is a special projects committee but they did not meet this year because there was not a need
  - FY2020 Senate Fiscal Committee Agenda & Topics provided
  - Example of topics evaluated by the Student Fee Subcommittee that Gerry served on
    - Veterinary Medicine and Optometry evaluated the non- resident surcharge for ranks 2-4
    - The vast majority of students gain residency in Ohio by year two, so the units' budget based on this assumption. Students who work to gain residency have additional stress and uncertainty during this process. By not charging the non-resident fee for ranks 2-4, stress can be reduced and the programs could more competitively attract out of state students.
  - COVID-19 Update
    - There will be short term and long term consequences
    - Event venues are closed and there is lost revenue
    - Budget cut scenarios were collected from department fiscal officers for 5%, 10%, and 20% reductions for FY21
    - Only essential business procurement will be approved
    - New hires will be limited to critical hires

- Ohio Staff Council of Higher Education (OSCHE) Updates – Lila Anderson (9:00-9:15)
    - OSCHE is a forum to facilitate communication between the non-union, state supported unclassified and classified staff of the higher education institutions in Ohio and facilitate information exchange
    - Shared the OSCHE Matrix
        - A basic shared list serve that all of the member universities can share information for particular topics
        - Topics include by-laws, insurance premiums, paid holidays, paid time off, parking, pay increases, and tuition waivers
- Council of Enrollment and Student Progress (CESP) Updates – Sarah Williams (9:15-9:30)
    - Charge of the committee is to monitor and review policies and procedures that affect the characteristics of the student body including recruitment, admission, graduation and enrollment.
    - Topics that CESP has reviewed for the year
        - Transition in the registrar's office
        - 15 to Finish Program
        - USG and CGS presented concerns about Buckeye Village
        - Priority registration system
    - Question: You mentioned that you see the benefits of being on CESP for your personal work experience. How do you think the feedback from a staff perspective is received since this is the first year for a staff member serving on this committee?
        - Believes it is well received and supported from the faculty and students on the committee
- Buckeye Portal for Inclusive Excellence – Sara Childers (10:00-10:30)
    - Buckeye Portal History
        - Work on portal development started in 2016
        - The idea came from a request from the Provost on how we determine how much investment is going into Diversity, Equity, and Inclusion
        - A survey was conducted to try and capture the DEI-related programs, events, and activities that were occurring on campus; and based on feedback the idea of a website formed for people to share ideas and also collect DEI activities, events, and programs from areas of the University in a central repository
        - Collected inclusive excellence plans from different colleges and units to drive intentional planning for Diversity, Equity and Inclusion
    - Current state of the Buckeye Portal
        - Spent five months getting technology updated and addressing issues that occurred within the transition of Directors of the department
        - Request went out to all units to provide information to the portal with a deadline for March 15 and due to the pandemic the deadline was extended to April 1
        - Had about 50% participation of all units and colleges; and of the 489 additional activities, events and programs entered into the portal, about half of those were from Student Life
        - 14 units are engaging in intentional inclusive excellence planning
        - This participation has allowed the office to see what areas are being focused on and collect general data
    - Future Planning
        - Would like to assist people in assessment and evaluation tying their programs to goals
        - Encourage areas to begin planning and entering information earlier this year

- Continue education through workshops and panels with an emphasis on data-driven planning and assessment
- Continue to provide individual consultation
- Conduct another round of yearly reviews in March 2021 with the expectation that participation will increase through current efforts
- Question: USAC has been working with ERGs. Is there an opportunity to connect staff to these groups by adding these groups to the portal or links to the websites?
    - Will reach out to the ERGs representative
- Question: Does the trainings you reference include the current trainings such as through HR?
    - HR submitted their information. Currently working on a training platform that is centralized.
- Question: Is there a correlation between the strategic plan and Diversity, Equity and Inclusion on campus on what is being requested for metrics?
    - When information is entered into the portal, the individual signifies how their program aligns with the goals that have been set for inclusive excellence
- Question: For the portal you had mentioned requesting access. Would you encourage all staff who are interested in requesting access or would you expect only those who input information into the system to request access?
    - We are learning that there should be another level of accessibility such as a view only access without the ability to make changes because currently it is encouraged for those who are submitting information
- Question: Does USAC want to add information into the portal? Could be added as a group in the system.
    - Can discuss as a committee what makes sense

Items for Group Discussion
- Return to work discussion
    - Long term flex work policy and the work that the committee did last year was a great help in understanding what exists at the University. Have been able to engage with OSCHE to see what other Ohio Universities are doing and trying to understand what long term flex looks like for our new culture.
    - Medical center flexible work options are thought to be department specific rather than all units as a whole because some units have more interaction with people
    - Regional campuses are waiting for direction from the Columbus campus. There is confusion because the subcommittees created for return to work on the regional campuses have had to cancel meetings because they are not getting information from the University to be effective.

Adjournments