UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
August 26, 2020
Carmen Zoom
8:30 - 10:30 a.m.

In Attendance:

Chrissy Sprouse, Steven Loborec, Emily Kelley, Justin Lahmers, Elizabeth Hosket, Annie Bingman, Jennifer Elliott, Ferdinand Avila-Medina, Debbie Pond, Lauren Gannon Evans, Katie Watkins, Stacey Houser, Drew Miller Steven Blaiock, Faith Kline, Holly Davis, Courtney Gandy, Brittany Savko, Jacob Hollar, Randall McKenzie, Kynthia Droesch, Brandon Gibbs, Sheri Hall, Danielle Jennings, Kate Blevins, Sandy Otis, Brittany Crall.

Call to Order
Adoption of the Agenda
Approval of the Previous Meeting Minutes from Aug 12, 2020 - approved

Executive Committee Reports

Chair:

- USAC officers were invited to meet with President Kristina Johnson on Monday afternoon, August 24, 2020, during which time we described our top priorities. She is supportive of our efforts on initiatives presented to her including the Winter Recess proposal.

- Updates on communications from Shea in absentia:
  - University has launched new campaign “What’s your why” to support pandemic health and safe campus efforts such as wearing masks, washing hands, etc. Please send your suggestions to Chrissy for USAC to include in the campaign.
  - Staff Career Development Grants application process for the fall will be announced soon.

Chair Elect:

Communications:

Secretary/Treasurer:

Subcommittee Reports
Inclusive Excellence (IE):

- Established relationship with University Senate’s Diversity Committee and shared goals to align efforts.

- Want to ban the box on Employee applications re: disclosure of criminal record. This started with admissions applications for students, and spread to hiring. Looking at what kinds of reforms can be implemented. We need to follow state and federal guidelines on reporting, but we want to make the student/hiring application process more fair so that people do not fall through the cracks unnecessarily.
• Gentle reminder to read the book *From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education* in advance of visit by Dr. Jacquelyn Meshelemiah, Associate Vice Provost for Diversity and Inclusion, December 9 USAC business meeting. She will lead us in a discussion of the book. (The link to PDF is email to USAC from Ferdinand sent on 8.13.2020.)

**Governance:**

• Will schedule training for USAC in September for SCDG grants review; actual grant application review will occur in October. Will also hold training for USAC on Robert’s Rules of Order in September. USAC Bylaws review planning is underway.

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

• Health and Wellness Professional Development series planned for the year. These will include: EAP on parenting in time of COVID-19 set for September 19, 2020; EAP on managing burnout in time of COVID-19 set for November 12, 2020; also programs on health coaching with YP4H; and on Diversity and Inclusion in conjunction with IE subcommittee of USAC.

• Awaiting dates for Senior Leaders Conversation Series a) OHR VP Susan Basso and her senior administrative team; b) Dr. James L. Moore, III, and senior colleagues across university on diversity and inclusion; c) President Kristina Johnson for spring 2021.

**Staff Affairs (SA):**

**Task Forces**

**OHR Liaison Report**

**Items for Informational Purposes**

**Guest Speakers**

Lin Hillis, AVP, Talent, Diversity & Leadership, OHR – Talent and Culture Strategy (8:30 – 9:15 a.m.)


• The goal is to ensure a robust purpose for each individual connected to Ohio State. Looking to establish core values across the university. Guiding principles include efforts to identify and break down system barriers to full inclusion and embedding diversity and inclusion into all policies and practices, such as removing names on applications; considering succession planning; funding ERGs with reporting to senior leadership; increase benefit utilization; launching a university-wide orientation program; launching common start dates: every 2 weeks beginning Oct 12; and offering standardized leadership development across the university for managers and professional development for others; and implementing metrics for performance and growth.

• Qs from USAC include: is there consideration of wellness programming, mental health days, and transfer of sick days? Lin talks a lot with CWO Bern Melnyk, and will include her in further discussion of mental health wellness days. WMC counts occurrences of absences, so that can be an obstacle to taking time that is needed by employees.
Kim Shumate, AVP, Strategic Initiatives, OHR – HR Service Delivery, and Tracey Pawlowski
(10:00 – 10:30 a.m.)

- HR Service delivery timeline and overview – HR managers and supervisor changed roles
  in the system August 3rd, although transition to full job duties in the new model will
  continue through October 1. The initiative falls under university's strategic plan pillar V: Organizational Excellence and Resource Stewardship.

- 3 benefits to HR Service Delivery: 1) consistent HR and Payroll roles and responsibilities, 2) standardized and connected HR and Payroll processes across the university; and 3) enhanced customer service.

- HR Service Delivery Teams & Structure includes both in-unit and shared services with cross-functional support for university and WMC. Even most payroll-related questions will begin with HR colleagues and then transferred to Payroll as needed.
  - HR Business Partners and HR Consultants sit in units with direct reporting up to OHR now. They will partner with and/or quickly refer employees (AKA customers) to the 1 HR Centers of Expertise and/or HR Connection, as needed.
  - Central, shared services across the university will include:
    - 4 HR Centers of Expertise are 1) Benefits, 2) Compensation, 3) Employee & Labor Relations, 4) Talent Excellence.
    - HR Connection launches September 21, 2020: to be reached via HRConnection@osu.edu, 614.247-myHR (6947) and HRConnection.osu.edu, which will be accessible via Compass, OHR web-portal, etc. HR Connection will tie in to Workday on January 3, 2021. HR Connection includes:
      - Customer Solutions – will be initial point of contact for employees and transaction processing;
      - Talent Services – will focus on talent inquiries, management reporting, background checks, onboarding activities; and
      - Total Rewards – will handle benefits and compensation inquiries, retirement, health & Wellness, and leaves and absence requests.
  - Service Level Commitments will provide metrics on the ability to provide exceptional service to all customers, and will include transactional elements and strategic developments.

**Items for Group Discussion**

Q on quarantining time for employees and volunteer testing? Paid leave covers ...; unpaid leave or vacation?
Disaster pay...

**Adjournment** 10:31 a.m.