UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Agenda
September 23, 2020
Carmen Zoom
8:30 - 10:30 a.m.

In Attendance:
Chrissy Sprouse, Steven Loborec, Shea Ryan, Steven Blalock, Justin Lahmers, Jennifer Elliot, Debbie Pond, Faith Kline, Stacey Houser, Lauren Gannon-Evans, Tina Bogac, Holly Davis, Kynthia Droesch, Kate Blevins, Emily Kelley, Annie Bingman, Katie Watkins, Sherri Hall, Danielle Jennings, Drew Miller, Ferdinand Avila-Medina, Sandy Otis, Courtney Gandy, Brittany Savko, Randall McKenzie, Patrick Weeks, Jacob Hollar, Brittany Crall, Laurel Van Dromme.

Call to Order
Adoption of the Agenda
Approval of the Previous Meeting Minutes from September 9, 2020

Executive Committee Reports
Chair:
• Chrissy asked that USAC follow Roberts Rules of Order more closely from now on.
• Asked USAC members to volunteer to video-record welcomes for New Member Orientation. Anyone should interested should let her know by end of day today.

Chair Elect:
• Chrissy and Steven met earlier this week with leadership of PPCW, along with Ferdinand and Stacey to discuss shared interests our Subcommittees have with the work of PPCW.

Communications:
• Shea has been helping our subcommittees promote recent and upcoming events, posting about new Staff Senators on social media, and compiling this next month’s email newsletter.

Secretary/Treasurer:
• Laurel Reported that USAC general fund account balance: $6,522.14, as of August 31, 2020. This reflects a) return last month of duplicate funding from Cvent to USAC in the spring, when Cvent basically paid USAC a 2nd time for revenues from the Health & Wellness Expo vendors, many of whom had already been refunded. At the same time, no revenue was generated from the Expo. And, b) otherwise we spent little in the last 4-5 months of FY20, because we have all been working remotely, including no lovely recognition breakfast for outgoing USAC members in May and no fun, all-day retreat for this year’s USAC membership in July, etc. The only new expenses at this point are minimal and include: a) live captioning services for the wellness webinar series hosted by O&E, in addition to b) our subscription for Constant Contact to pay for our monthly email distribution.
• USAC development fund account balance: $1,633.84 as of August 31, 2020.
• The additional $10,000 from OHR to support USAC work in this new FY21 will show in our account after September closes. And we should see a deposit of the $1,300 check from CampusParc for the return of Health & Wellness Expo parking vouchers.
• As a cost efficiency measure, Steven Loborec suggested using Microsoft Teams for hosting public events, because it has a built-in, AI-based live captioning service, which we can try for free. Faith Kline noted that no AI systems for live captioning are currently approved for public events by the university. Faith Kline suggested an alternative company that her team uses at a similar cost for word-by-word captioning, which the ADA office wants.
• [https://ada.osu.edu/asl-cart-requests](https://ada.osu.edu/asl-cart-requests) - ADA can provide funding to cover costs if certain requirements are met.

**Subcommittee Reports**

**Inclusive Excellence (IE):**
• ERGs will be meeting together on Oct 8 to share information across groups.

**Governance:**
• Final details for Staff Career Development Grants review will be posted soon.
• **There are some vacancies in Senate Committees (which ones):**

**Outreach & Engagement (O&E):**
• Wellness webinar series update – 1st event occurred last Friday with 96 registered and 57 attended. 2nd event is Oct 8th with YP4H: “Is Health Coaching for You?”
• Started working on Conversation Series with OHR Senior Leaders, which will be held Oct 29th. We’ll take questions through Subcommittees, USAC, and also on USAC’s website from staff across university.
• Outreach to local and regional SACs – are presenting to these groups on USAC initiatives and updates. Lauren asks for volunteers to meet with these groups virtually, and will share the available dates in separate email. Lauren will also create a template for the presentation, which each member can revise as they see fit.

**Staff Affairs (SA):**
• Additional details for Winter Recess and Staff Ombudsman are being collected; and USAC’s Rewards and Recognition and Flex Work guidelines are being updated.

**Task Forces**

**OHR Liaison Report**

**Items for Informational Purposes**

**Robert’s Rules of Order Review – Kate Blevins with USAC Governance Subcommittee (8:30 – 8:45 a.m.)**
• This is a guide to conducting meetings and making decisions as a group according to federal, state and city/local laws, and an organization’s bylaws; it improves meeting efficiency and ensures voting procedures.
• USAC Chair runs the meeting; USAC parliamentarian, who enforces rules is Kate Blevins; members are free to make motions. Typical meeting format includes call to order, approval of previous meeting’s minutes, attendance, reports, new business and announcements.
• Motions must be made and seconded before discussion can occur, then questions may be put for the group’s debate, then a definite proposal can be put as a motion to vote, then we tally a vote. A point of order can be made by a USAC member to bring discussion back on track, and a point of information enables a USAC member to ask for clarification on issues.

• Voting procedures are to ensure fairness and accuracy. Quorum = majority of total members including officers, which is 16 this year. Votes can be taken via different methods, although presence is required either in person or virtually.

Retirement Redesign Update – Julie Hovance from OHR (9:00 – 9:45 a.m.) and Dan Pawlisch from AON

• Ohio law previously reduced the required number of providers at public institutions for Alternative Retirement Plan and 403(b) plans. In 2016 Ohio Department of Higher Education announced the approved ARP providers; Fall 2017 - Ohio State contracted with AON Consulting to review retirement plans; May 2017 - Retirement Oversight Committee was formed at university, and began meeting monthly. 2019-2020 new plans contracted. Enhancements go into effect January 4, 2021.

• What is not changing: OPERS, STRS, and ODC (Ohio Deferred Compensation) are run by state (not university); And key aspects remain: # and type of retirement plans, eligibility requirements, and university contribution percentages.

• Impacted plans are: Alternative Retirement Plan (ARP), Supplemental Retirement Plans [403(b) and 457(b)], and Optional Executive Plans [Retirement Continuation Plan/415(m)]. Ohio State reduced # of retirement plan providers to 5 to make choices easier for employees and for university to evaluate providers and services. The formal announcement of change in providers will occur across the university next week.

• New investment structure will be tiered based on employee’s level of knowledge and engagement; investment fees will be reduced; administrative fees will be made transparent and will be deducted on a quarterly basis; and a Master Recordkeeper will manage enrollment and compliance across the board.

  Tier 1 – “Do it for me” plan
  Tier 2 – “Build your own” plan
  Tier 3 – “Experienced Investor” plan

Employees may participate in more than one tier; and Tiers 1 and 2 will be monitored routinely by Retirement Oversight Committee.

• Beginning January 4, 2021, administrative fees will no longer be asset-based and part of investment cost, but rather a flat amount/participant and will vary by provider. This also increases transparency and fees will be capped even as the assets in the retirement account grow, and the range will be $30 - $70/year. As assets increase in the new funds, it is expected than investment management fees will continue to reduce.

• Approximately 2,300 employees will need to leave funds with current legacy provider, select new one, or funds can be moved to an ongoing provider.

• Employees will receive an e-mail announcement from Susan Basso on September 29, 2020. Transition Guide for the redesign of retirement plans by mail at home from OHR during week of September 30, 2020. It will inform employees of the changes, choices available, and deadline for making changes, which is December 31, 2020. In October-December, employees can join multiple, large webinars to learn more information about tiers and providers, etc.; and also arrange for one-on-one virtual appointments with providers of retirement plans at no cost.
Items for Group Discussion

Breakout sessions: potential Qs for Conversation Series with OHR Senior Leaders

Group #1

- Budget impacts related to COVID. What areas have been impacted the most? What is the outlook for the future?
- What is the future plans for AMCP, bonuses, etc.?
- Hiring Pause. Is there a plan to continue to modify the hiring pause? There are many staff who have had to take on additional responsibilities due to job changes and vacancies and the workload is becoming impossible. Many people have left the organization which is causing a significant void in some areas.
- Remote work at Regionals. We have heard that regional campus staff are expected to work in-person even if their work could be done remotely.
- Can we provide more flexibility/assistance for front-line workers, who are also balancing parenting and other life situations?
- Long-term vision for remote work. Will it be more possible to work remotely even after COVID? Is the university planning any flexible spaces for those working remotely who need to occasionally come to campus? For those currently with flexible work spaces (Med Center) what are the sanitation standards? Can we get more regular cleaning in flexible spaces?
- For those working remotely long-term, is it possible to update their work location for tax purposes? Many staff would pay lower taxes in their local community.
- Can there be an accommodation request process for those who are working remotely, but want to return to campus? Staff may be working/living in environments that are not conducive to remote work, such as having family/spouses at home, insufficient internet and technology, abusive relationships, etc.
- Career Roadmap. What does advancing look like in career roadmap? What is the current plan for implementation? What is the plan for transitioning into the new pay ranges?

Group #2

Re: conversation series with OHR

- Workforce reduction & budgetary constraints, is remote work possible long-term? What is guidance for managers on what work should look like? Are performance management plans being revised?

Re: conversation series with Provost:

- Transition of Leaders across the University and strategic future of the University?
- Elimination of Spring Break 2021, and the impact to staff:
  - Mental load on students for not having the break,
  - Guidance of spring schedule and recommendation for courses,
  - Clear expectations on number of courses, class scheduling, number of students in classrooms, and
  - Proactive guidance for spring semester.
- Return to campus plan for Spring Semester:
  - Additional baseline testing, and
  - Flexibility for students wishing to learn remotely.
- Experience with Distance Learning and meeting learning outcomes, objectives and expectations:
  - Pass/NonPass for undergraduate students and GE classes,
Faculty preparation for distance learning platform, and
Using University technology resources, which can have long term ripple effects, such as an impact on required sequence of classes and their completion.

Group #3
Re: OHR Strategic Plan and HR Transformation including Career Roadmap; insecurity and uncertainty about future:
- Impact of Athletics to University Funding,
- Furlough policy,
- Reduction in Force,
- Budgetary constraints,
- Jobs being posted even though on a hiring freeze (is it being lifted?),
- Flexible Work Statement,
- Goal setting and expectations during the pandemic – Performance Evaluations and AMCP,
- Managers and setting employee expectations,
- Exempt vs Non-Exempt Staff and Overtime required of certain populations,
- Flu Shot, Online Health Assessment Required vs Biometric Screening, EAP, Health Plan Updates.

Group #4
- Why is Career Roadmap being delayed again?
- Where are furloughs occurring, and with what kinds of parameters?
- When might merit raises be re-instituted?
- Is the university looking at ways to reward employees for extra effort and time served because of the pandemic, as we see occurring at other large employers of choice?

Group #5
- Will performance this year affect raises in the future? What information is okay to share with staff, as different units are sharing different levels of information? What is the status of title changes? Is the average Workday user being informed, not just the expert, high-level users?
- Budget uncertainty – will it lead to furloughs or layoffs?
- The organization is not stopping work, and for some it is increasing, but we’ve eliminated vacant positions. How are we helping employees address their concerns with workload?
- Is there a standard acceptance policy for using sick days for mental health days? Is there progress on this?
- Are exit interviews going to be standard? (Yes, in Workday.) What issues can we identify earlier in order to retain employees?
- What updates are there on Diversity and Inclusion taskforce?
- Will we be required to be vaccinated to return to campus?

Adjournment at 10:33 am