UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
January 13, 2021
Carmen Zoom
8:30 - 10:30 a.m.

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

Call to Order
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes December 9, 2020

Executive Committee Reports
Chair: Chrissy announced that Mike Anderson, AVP for the Enterprise Project, is leaving the university; Jeff Allen will serve in the interim. We’ve received our first nomination for the “Staff in the Spotlight” series. CWO Bern Melnyk has agreed to speak at our spring retreat, and the date will be confirmed soon. Work for USAC’s annual report needs to begin with each Subcommittee. USAC members are welcome to talk with current and previous USAC executives about their roles, if you are considering running, and current officers will present about their roles at an upcoming USAC business meeting. Dr. Moore is looking for more recommendations of staff to serve on the second USAC panel discussion about diversity and inclusion. The goal is to have this scheduled during a President’s Cabinet meeting.

Chair Elect: Steven announced that WMC will be posting a new elearning session on vaccines on BuckeyeLearn https://ohiostate.csod.com/ui/lms-learning-details/app/course/ab9a3017-77ba-461d-975b-ec9edc382b74. It’s about 15-minutes long, and will soon be available to all university employees. (It’s currently available to WMC and health sciences staff.) Elizabeth Hosket noted that the vaccination line 688-VAXX is available during business hours, not 24-7, for adverse effects reporting line. Steven noted that the university’s line is internal to university employees, and it’s voluntary. CDC also has a reporting line to collect adverse effects from across the country: V-SAFE via an app. Lauren Gannon-Evans asked if the university plans to give the vaccine to a wider audience of employees later in the spring? Steven answered that the State of Ohio announced this week that hospitals cannot limit their vaccines to only their providers and patients. Therefore, WMC is working to pivot its distribution beyond individuals, who have an OSU MyChart account, to include those that are eligible to receive a vaccine according to the state’s expanding guidelines, while also being able to verify that individuals meet the state’s criteria.

Communications: Shea noted that we’ve had 114 people visit USAC’s webpage for “Staff in the Spotlight” series already.

Secretary/Treasurer:
**Subcommittee Reports**

**Inclusive Excellence (IE):**

**Governance:** Steven Blalock announced that the Subcommittee is also preparing for the upcoming review of Staff Career Development Grants, and USAC will be given a brief refresher training on this in February. Kate asked USAC to consider recommending colleagues to apply to USAC later this winter, as well as to run for a USAC executive office in the early spring.

**Outreach & Engagement (O&E):** Lauren Gannon-Evans announced that the Senior Leaders Conversation Series will continue with the University President on March 10, and that the second Diversity & Inclusion panel discussion (to feature staff) has yet to be scheduled. O&E will offer additional wellness training and webinars this winter and spring, to be announced soon. Outreach to local and regional SACs is continuing; USAC slides (just a few) will be shared with anyone who wants to participate in these SAC presentations during the rest of this fiscal year.

**Staff Affairs (SA):** Sandy Otis noted that there are now 2 applications for “Staff in the Spotlight” series. She and Justin Lahmers are working on updates for the Flex Work Toolkit. Sandy, who works in the Office of Business & Finance, also noted that for Workday there is good information for managers at the university’s online Administrative Resource Center ([https://admin.resources.osu.edu/workday](https://admin.resources.osu.edu/workday)) and added that some data conversions from PeopleSoft to Workday have not been completed yet, including information on assets, etc.

**Task Force Reports**

**Wellness:** Randall McKenzie reported that the taskforce is creating wellness toolkits for both employees and managers with suggestions to support wellness for a manager’s team, for oneself, and for staff to speak more knowledgeably and comfortably to their managers about wellness. He will share those draft materials with all of USAC soon. The taskforce is also looking across the USAC structure to determine how best wellness can permanently live within USAC.

**OHR Liaison Report:** Brandon Gibbs noted that Workday rollout has gone fairly smoothly without major breakdowns. OHR has a new Senior Associate Vice President & Chief of Staff Angie Trunzo, MBA, who will oversee operational areas including talent, strategic initiatives, etc. Interim VP Paul Patton, will oversee benefits, compensation, employee relations, and WMC HR.

**Items for Informational Purposes**

**Administration and Planning Updates** – Jay Kasey, Senior Vice Provost for Administration & Planning (8:30 – 9:30 a.m.)

1. **Campus Projects – Covid-19 Impacts**
   - Capital Project Evaluation Process included representatives from A&P, B&F, OAA, and WMC and reviewed all capital projects > $4M. More than 80 projects were reviewed, and nearly half were slowed or modified. All projects were back to activity by the end of 2020.
   - Space implications of Covid-19 are being considered within A&P, including assessment of open work areas, telecommuting, air exchange, etc. Recommendations will be made later this spring. Kate Blevins noted that WMC IT is looking at condensing overall space needs and reducing building footprint even post-pandemic by continuing to support remote work, with many creative ways to
do so (e.g., reserving ‘hotel’ office spaces, borrow equipment, provide stipend for office furniture for remote workers, etc.).

- Deferred Maintenance Evaluation is being reviewed including the possible demolition of buildings in worst condition to avoid deferred maintenance costs. Results may include consolidation of space and possible additional green space, at least initially, for where buildings are closely located near one another.

2. Task Force on Community Safety and Well-Being

- Concerns for campus security, including the recent shooting off-campus in the fall, led to the creation of the taskforce with university representatives including but not limited to Department of Public Safety, students, Columbus police, and parents in October. Its report, released in November, identified 3 key themes for action with multiple steps for each, only a few of which are highlighted below.
  1) Safety Awareness & Education - the university plans to increase cultural diversity and implicit bias training of its University Police Department.
  2) Enhanced Security Measures - the university will install more security cameras in off-campus neighborhoods that will tie into university surveillance system; lighting in off-campus neighborhoods is being evaluated to ensure that lights meet the city codes; extend and expand the hours of the Lyft Ride Smart program; increase staffing of OSUP joint patrol officer riding with Columbus police in the university district 24/7.
  3) Outreach & Engagement - the university wants to add resources to University District Organization (UDO) by hiring a social worker who can develop and offer social services including outreach to homeless in the off-campus neighborhoods; work with Public Safety Advisory Committee to bring together a number of groups to advise OSU PD with a specialized focus on outreach and interactions with marginalized groups.

3. Sustainability Updates

- Resource Stewardship involves many parts of the university, including what we’re teaching about sustainability. There are 6 areas of resource control that we manage across campus. The most important s to achieve carbon neutrality by 2050 (zero production of carbon dioxide), which mostly occurs in McCracken Power Plant, where we burn fuel to heat water and produce steam to heat buildings. 10% of the university’s carbon production is from airline travel and car travel; 70% is produced in heating and chilling. We will reduce the university’s production by 35% when we complete the new Combined Heat & Power plant being built on West campus.

- We have an ecosystem evaluation including study of tree canopy, use of electrical vehicles. We want to continue to reduce waste production through recycling and composting.

- In collaboration with Engie, the University now has a new Sustainable Design and Construction Policy, which will be superior to the LEED standards.

4. Combined Heat & Power Plant – this is under construction now.

Timeline for Review of USAC Bylaws – Steven Blalock (9:30 – 9:50 a.m.)

- Bylaws review and updates occur every 3 years, and go into effect following USAC vote and sending them to the President’s Office, where they must be approved before going into effect. USAC notification on any proposed changes is given at least 1 week in advance of discussion and vote by USAC; any USAC member may submit a bylaws change, and proposed language should be written in a positive tone. USAC procedures
may be found in the Operations Manual, which lives outside the Bylaws and does not need university presidential approval to be changed.

- Each USAC Subcommittee is asked to review its own portion of the bylaws, submit any proposed changes and provide any general amendments from mid-January to end of February. A member of the USAC Governance Subcommittee will serve as a liaison to each Subcommittee to address questions, concerns, etc. USAC Governance Subcommittee will combine all proposed changes during March. A final vote will occur in April, and we will send changes to President’s Office for final approval in early May.

- Generally speaking, most changes will be voted on as a package by USAC. Steven Loborec noted that any controversial changes may be called out for a separate vote.

**Information on New Member Task Force (NMTF)** – Steven Loborec (9:50 – 10:30 a.m.)

- Steven will chair the NMTF, and serve as *ex-officio* member of all teams. Materials will be stored in BuckeyeBox. Timeline includes information sessions and social media campaign to be held from mid-January through late February, which overlaps with the New Member application window, which will close approximately March 1. The NMTF will update recruiting materials, including USAC Member profile and PowerPoint presentation, etc. USAC members are asked to recommend colleagues to apply. All staff, who qualify, are invited to attend a new Member Taskforce information session and apply to USAC. Shea Ryan will assist with NMTF to market the information sessions and application process across the university.

- NMTF will have multiple teams to separate activities and ensure objectivity across the process. NMTF Application Review Team will review information to share across the university and/or update the last year’s NMTF application rubric in February, and will review and score all applications in March. NMTF Interview Team will review and/or update the NMTF interview rubric in March, and interview the top USAC candidates in early April. This team needs to be available for 1-2 full days to participate in all the interviews. NMTF Interview Team will make recommendations to all of USAC for vote in mid-late April.

- Steven asked USAC members to please visit the NMTF folder in BuckeyeBox by the end of this week to sign up for any position of the NMTF that you are interested in assisting with and/or your availability. For example, USAC members don’t have to host or participate in every Information session, but rather when they are available. USAC members who will be reviewing applicants and/or candidates will receive Implicit Bias training.

- Steven Blalock asked about plans to ensure that we are reaching out to groups of staff and/or units that have historically been underrepresented on USAC. Steven Loborec is open to any ideas for outreach, including important points of contact and email distribution lists to be sure that the message is getting out broadly. Lauren Gannon-Evans is including the call for new USAC members in its winter and spring visits to Local and Regional SACs.

**Items for Group Discussion**

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