UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
February 24, 2021
Carmen Zoom
8:30 - 10:30 a.m.

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

Call to Order
Approval of the Previous Meetings’ Minutes February 10, 2021

Executive Committee Reports
Chair:
• Chrissy mentioned that she spoke last week with Angie Trunzo, Chief of Staff & Sr Assoc VP, OHR, about staff concerns regarding absence of salary ranges for postings on OSU Jobs. The reason for this absence, originally, is because a) Workday and Career Roadmap were meant to go live at same time, and b) many new jobs on other, external job sites do not list salaries, and c) not posting salaries may also help to prevent employees from “job hopping across the university.” Angie stated OHR has worked out how salaries can be posted soon to new job postings.
• Chrissy informed us that she and AD Gene Smith will be hosting a listening session soon for the Provost search.
• Chrissy will be working on the USAC Annual Report later this week while she’s travelling. She added that Dr. Johnson likes data, and asked that Subcommittee leads include data in their summaries for the USAC Annual Report.

Chair Elect:
• Steven reported on the New Member Taskforce, including mention of 2 more virtual information sessions and that applications are due March 7. He thanked Brittany for IE’s work to let university ERGs know about the USAC new member application period, too. Laurel added a friendly reminder for each USAC member to reach out to 5 or 6 fellow staff, who are smart and capable, across their units and the university and encourage them to apply to USAC. She added that USAC is what we make of it, and with a new president who is still coming to understand our role, it’s up to us to recruit the next group of USAC members.
• Steven reported that he and fellow USAC member Elizabeth Hosket have been busy working on vaccine distribution with more than 60,000 doses have been given so far by the university. A new distribution site will open on Friday, 2.26.2021, at OSU East Hospital to reach Columbus’ underserved minority populations.
Communications:

- Shea reported on several marketing initiatives, in particular: 1) plans to announce the first two Staff in the Spotlight recipients, 2) Conversation with the President event, 3) USAC New Member Recruitment, and 4) Staff Career Development Grants.

Secretary/Treasurer:

Subcommittee Reports
Inclusive Excellence (IE): Ferdinand took responsibility for concerns regarding his committee’s lack of formal activity, because he’s had so much going on and because of the wide range of activities developing and occurring across the university on diversity, inclusion, and equity. Keeping up with it all and not duplicating efforts has been a challenge. (Please see discussion below for more from IE.)

Governance: Steven asked again for USAC members to submit proposed revisions on USAC Bylaws by Friday, 2.26.2021. He stated that Shea was helpful in getting a webinar for Staff Career Development Grants arranged for March 18, 4 – 5 p.m. It will be recorded and will, therefore, be available to staff to watch during future grant cycles.

Outreach & Engagement (O&E): Lauren mentioned that advertising has begun for the Conversation with President Johnson. O&E is asking for questions from staff when they register for the events, in additional to our brainstorming later during this meeting. An additional LSAC was added to the USAC presentation calendar: College of Nursing on March 8.

Staff Affairs (SA): Sandy mentioned that the Subcommittee is continuing to work on (now monthly) Staff in the Spotlight, and appreciated Tina Bogac’s leadership to develop the program initially. Already, 4 nominations have been received for the next month. She added that Stacey Houser and Faith Kline are continuing to meet and educate leaders regarding our proposal for Winter Recess. Other SA activities include formalizing a mentoring program and a Staff Ombudsperson. SA is open to partnering with other Subcommittees, such as IE, on mentoring to advance shared projects more quickly. Chrissy added that PPCW has also worked on mentoring and perhaps also Ombudsperson, and that former USAC member Sunny Zong, who is in PPCW, wants to be helpful especially on the latter topic.

Task Forces
Wellness: Randall mentioned that they are finalizing resources for the Wellness Toolkit, and will share with rest of USAC soon.

OHR Liaison Report
Brandon was not able to attend today’s USAC meeting, because of a conflicting meeting, but Chrissy reported for him that the mental health sick days FAQ is still in discussion and will most likely be making the rounds again among (new) university leaders for approval. No guidelines for Return to Campus Toolkit have been developed as of yet for employees, but Chrissy offered to OHR that USAC will like to be involved in their development.

Items for Informational Purposes
Leadership Development and Talent Planning/LinkedIn Learning Licensing by OHR’s Lin Hillis & Erica Banta (8:30 – 9 a.m.)
- Lin and Erica have put together (over the past 2 years) a strategy for campus leadership development called The Ohio State Leadership Academy. They developed a list of Core
Beliefs and Ares of Focus, which are grounded in the university’s Talent Culture strategy and must inspire inclusivity at Ohio State. There are two ways for managers to develop: to become better in one’s current role, or for their career progression. This leadership development program will align with the university’s new Shared Values. Initially, the program will focus on M1 and m2 managers, who are early in their career and lead smaller teams, and will be called Starting Strong Manager Academy. Succession planning is another component of leadership development and talent planning. The university president’s focus on bringing in new faculty will lead to identification of what talents we need including diversity and equity.

• There are 4 types of managers at Ohio State: 1) Existing Managers, which is the largest group and whose skills need to be refined and revised, 2) New to Managing, which can learn best practices and policies to put them into practice, 3) New Managers to Ohio State, which also need to learn Ohio State best practices and policies, and 4) Future Managers/Emerging Leaders, to whom we can introduce concepts and offer on the job training. All managers need on-demand development, a network of peers, accessible resources, and collaboration with OHR’s talent partners. There is currently a 42% turnover of managers at 5 years. The Ohio State Leadership Academy will include Starting Strong Manager Academy, digital learning including LinkedIn Learning licenses, senior manager training, etc.

• Initial focus of The Ohio State Leadership Academy will be new managers: Starting Strong Manager Academy. This will be a 6-month program with 30-person cohorts. New cohorts will begin every 3-4 months. The first course is Purpose-driven Coach, second is Leading a High Performance Team, third is Managing the Risk, and fourth provides leader support and continuing education.

• Steven Loborec noted his enthusiasm for the program, in particular starting with new managers. Lin also mentioned that she hopes they can bring in faculty managers, too, as there is a concern about civility by faculty towards staff. Tina Bogac noted that many staff are promoted to managers, because they are good at their jobs, but not all peoples are born to be good managers. Lin mentioned that some people think their only path toward higher salary is via management, and this program will support their progression and enhance their management expertise.

• This program is open to WMC managers and regional campus managers. There will be communications about the program beginning in April.

• Erica Banta described the university’s new plan to offer approximately 1,000 LinkedIn Learning licenses to staff. Completing courses in LinkedIn Learning will transfer to BuckeyeLearn, so that managers can see how their employees are advancing. There will be a simple web-based form for staff to complete on the OHR website to ask for a license. The university’s Staff Career Development Grant funds will pay for these licenses, although the application process is distinct from SCDGs.

**Pride and Ownership Conversation Series** by Ferdinand Avila-Medina, IE Subcommittee Lead (9 – 9:15 a.m.)

• Ferdinand stated that accountability is the common concern for work in diversity, equity, and inclusion (DEI) across colleges, units, and senior leadership of the university. Some people think accountability is punitive in nature, and therefore IE prefers to promote proactively the “Pride and Ownership” of DEI by colleges/units. With this in mind, USAC IE wants to record 10-15 minute candid conversations with deans and directors and host them on USAC website. These conversations will be accompanied by DEI statistics for colleges/units and their DEI initiatives and strategic plans, sharing information from the Buckeye Portal for Inclusive Excellence, which is a central repository of Ohio State
University activities, events, and programs and strategic planning efforts that support the university's efforts toward inclusive excellence. Click here to learn more and to register for the Portal: https://odi.osu.edu/about-buckeye-portal-inclusive-excellence.

- Typical interview questions for the Pride and Ownership Conversations will include, but not be limited to: How does your college/unit define equity? How does your college/unit look today in terms of equity and diversity? What will it look like in 5 years? How can USAC help? and more. IE is open to different members of USAC hosting the interviews. Chrissy mentioned that she will reach out to Dr. James L Moore, III, Vice Provost for Diversity & Inclusion and Chief Diversity Officer, about our plans, as this work may align with the work of his office.

Items for Group Discussion

Adjournment 10:28 a.m.