UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
April 14, 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, Elizabeth Hosket, Emily Kelley, Katie Watkins, Danielle Jennings, Faith Kline, Holly Davis, Kate Blevins, Brittany Crall, Courtney Gandy, Brittany Savko, Sherri Hall, Stacey Houser, Lauren Gannon-Evans, Drew Miller, Randall McKenzie. Kynthia Droesch, Jacob Hollar, Brandon Gibbs, and Laurel Van Dromme.

Call to Order
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes March 24, 2021

Executive Committee Reports
Chair:
• Chrissy is working to communicate with President’s Office. Plans are underway for a 2nd discussion on our Diversity and Inclusion Conversation with an all staff panel. She shared the good news that USAC will finally be added to the President’s Office webpage for Presidential Committees and Task Forces
• April 27th is tentatively set for when we will present our Annual Report to Dr. Johnson.
• Ferdinand held a great interview to launch the Pride & Ownership series. The link to the interview is: https://youtu.be/vjLUq_8Pd-A.
• The Local and Regional SAC retreat went well last Friday, and Chrissy thanked all USAC members who led breakout sessions. She noted that CWO Bern Melnyk and Chief Compliance Officer Gates Garrity-Rokous are excited to engage with the Local and Regional SACs, too, to help drive change.

Chair Elect:
• Steven noted that the university is pausing its delivery of the J&J vaccine for Covid-19, but the vaccination program continues. OSUWMC has mostly given the Pfizer vaccine over the past few months.
• The Search Committee for the VP for Talent, Culture, and Human Resources is reviewing the position description, which will be finalized this week. Listening sessions will be planned so that the search committee can hear from stakeholders about what they think the search committee should be looking for in a candidates, and Steven will ask to have a session specifically with USAC members.

Communications:

Secretary/Treasurer:
• Laurel reported that in working with B&F earlier this week to produce our monthly business report, she determined that:
a) Our monthly transfers to OCIO for our communications needs had not occurred since December, and that it is more than a Workday issue, which we thought might have been the case when we first noticed the issue in February. The issue is now being looked into by OCIO.

b) Our 3 pcard transactions for gifts and live captioning made in March are still pending. Otherwise, our main USAC account is at same balance as previously. However, in good news, our USAC account with the Foundation has new gifts being made to it, so the annual Give Day in March led to new donations. Thank you to current USAC members who may be contributing.

Subcommittee Reports
Inclusive Excellence (IE):
- Ferdinand announced that they hosted the last meeting with ERGs last week. The ERGs are to be more involved with recruitment of employees. They’d like USAC and university leaders to reach out to them more frequently for advice on policies, etc. A comprehensive list of university ERGs are now listed on USAC webpage, thanks to Shea, under the tab for IE Subcommittee: https://usac.osu.edu/employee-resource-groups/. Chrissy noted that she will add the ERGs to her list serve for sending them USAC monthly enewsletter, as she does to the SACs.
- Regional campuses are also looking to start ERGs. Given their cost sharing arrangements, they need separate groups in order to replicate what ERGs on Columbus campus can do.

Governance:
- Steven informed us that OHR is working to fix an issue with the website that enables us and OHR staff to review the SCDG applications. He’ll send out an announcement shortly when that is functional again. He is working on finalizing Bylaws.

Outreach & Engagement (O&E):
- Lauren mentioned that USAC’s 2nd Diversity and Inclusion Conversation will be June 8, and they are working with Shea to develop communication about this. She acknowledged and thanked Debbie’s and Elizabeth’s good work with the university’s #BeKind, which resulted in the Be Kind masks that were sent in the mail to USAC members and Staff Senators. Learn more: https://kind.osu.edu/.

Staff Affairs (SA):
- They only had 2 new nominations for Staff in the Spotlight series, so they’ll look at previous 2 months’ nominees to consider them. Winter Recess is continuing to be developed.

Task Forces
Wellness:
- Randall noted that the marketing team for the H&W Council is creating online versions of the toolkits. Chrissy shared the Word versions with H&W Council, which added a few items. The Reactivation groups for OHR are also looking to include our Toolkits in their materials, as well as the Buckeye Wellness group.

OHR Liaison Report
- Brandon stated that OHR is looking to leverage USAC for staff feedback on a draft philosophy statement and work aids regarding flexible/hybrid work arrangements prior to
dissemination. Interim OHR VP Paul Patton is speaking about the options that will be available for hybrid work arrangements. The essence is that if managers and employees can make it work, then they should. There will be training provided for managers and also for employees to support both perspectives in this new environment. Kate mentioned that WMC IT has created a worksheet to justify why some positions need to be on site, so that the onus is on the manager not the employee. She noted that the process been approved by their HR partners. She will be share that with Brandon.

- Chrissy mentioned that we are working through clarity of wording on mental health to be added to the sick leave policy. Brandon mentioned that he is working with Helka Casey from EAP on this issue.

**Items for Informational Purposes**

**Items for Group Discussion**

**USAC Officer Presentations and Elections**

- Chair-Elect candidate: Laurel Van Dromme
- Vice Chair-Secretary/Treasurer candidate: Emily Kelley
- Vice Chair-Communications candidate: Debbie Pond

Candidates who ran for these positions were voted in by USAC members and will serve in these roles for the 2021-2022 USAC term. Congratulations to these candidates!

**New Member Task Force – approval of new slate of USAC members for FY 2022**

- Steven thanked everyone’s involvement on the NMTF for their participation in review and selection process. 14 candidates were interviewed last week by Steven, Laurel, Emily, Kate, Kynthia and Lauren.
- He presented the names of 10 selected to be USAC members, and also identified 2 alternate members.
- Steven moved for the approval of the slate of new members. The vote passed with 25 voting yes. The candidates will be informed in the next week, so please keep decisions confidential for the time-being.

**Adjournment** 9:55 p.m.