UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes

May 12, 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, Ferdinand Avila-Medina, Sandy Otis, Steven Blalock, Elizabeth Hosket, Emily Kelley, Danielle Jennings, Faith Kline, Holly Davis, Kate Blevins, Courtney Gandy, Brittany Savko, Sherri Hall, Stacey Houser, Lauren Gannon Evans, Drew Miller, Randall McKenzie, Patrick Weeks, Kynthia Droesch, Jacob Hollar, Brandon Gibbs, and Laurel Van Dromme.

Call to Order
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes April 28, 2021

Executive Committee Reports
Chair:
• Chrissy announced the great news that USAC member Katie Watkins learned this week that she was selected as a 2021 University Distinguished Staff Award recipient! Formal announcements on all the awardees will be coming through all the usual channels.

Chair Elect:
• Steven reminded us that three listening sessions for the Search Committee for the selection of SVP for Talent, Culture and Human Resources are being held this week.

Communications:
• Shea stated he is working to add our USAC newsletter to the website to increase subscribers. Chrissy noted that many ERG members have opted in for the USAC newsletter over the last few weeks.

Secretary/Treasurer:
• Laurel reported that her Workday authorities are pretty limited, so she is working with B&F to be sure that next year’s Vice Chair-Secretary/Treasurer Emily Kelley will have the necessary authorities to pull USAC reports on her own. Laurel added that she’ll give a full USAC Business Report at the next Business Meeting, when we have a little more time. She briefly noted that USAC expenditures this year mostly fall into three categories: communications, wellness events, and the senior leaders conversation series. She also informed everyone that USAC will be receiving a credit of $1,440 for an incorrect charge for ServiceNow that ran monthly for more than a year.

Subcommittee Reports

Inclusive Excellence (IE):
• Ferdinand noted that the ERG retreat will be held late July. He called for any and all USAC members to help conduct an interview for the Pride & Ownership series, in
particular for your own college/unit. There is a standard list of questions posted in the IE Subcommittee folder.

**Governance:**

- Steven noted that President Johnson is interested in changing how USAC members are appointed. Chrissy explained that the President’s Office wants to appoint them, rather than USAC vote on the appointments, since USAC is an advisory group to the president. We may need to change our processes as a result. Chrissy has suggested to Paul Patton that USAC continue with recruitment and interview process as is. Then USAC will vote to move the names forward to the president, who will review and approve the appointments. We will need to work out the details of the evaluation process of our New Members Task Force and vote and consider to share with the president’s office.
- Steven also gave a brief update that more than half of the SCDG applicants will be funded for this past evaluation cycle. The rubric for SCDG process will be updated with input by USAC Governance Subcommittee and OHR before the next cycle, which occurs in early fall. He also reminded us that the Staff Senator selection process is coming in the next two months.

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

- Lauren noted that promotion is underway for the USAC Diversity & Inclusion Staff Panel Discussion set for June 8. Currently 136 employees are registered to attend.

**Staff Affairs (SA):**

- Sandy noted that Staff Spotlight continues. Please keep promoting.

**Task Forces**

**Wellness:**

- Buckeye Wellness is working on their toolkits for employees and managers. A new video in support of wellness will be released along with the toolkits. A link to the video will be sent to USAC members, given technical difficulties in playing it during the meeting.

**OHR Liaison Report**

**Items for Informational Purposes**

**University Senate Fiscal Committee update – provided by Gerhard Raimann (8:30 – 8:45 a.m.)**

- Gerry reported that this is his third and final year on the committee. The duties of this committee are to advise the president and senior leaders on budgetary issues. Composition includes 9 tenure-track faculty, 6 students, 3 staff (including Gerry), 8 administrators, and representatives from Financial Planning & Analysis. There are 3 main Subcommittees: College Finance, Support Office Finance, and Student Fee Review (on which Gerry served). The full committee meets every 2 weeks and Subcommittees meet on off-weeks. The Committee’s annual processes include annual updates, reviewing POM [Plant Operation & Maintenance, which is a fee assessed colleges and units for the assigned square footage (i.e., offices, classrooms, conference rooms, labs) in each building to cover utilities, custodial services, maintenance, etc. It is currently $17.76], as well as benefits rate changes, budget requests, and many other topics.
- Regarding COVID-19 over the past 14 months, approx. 90% of full-time employees have worked remotely and 12,000 courses transitioned to full online delivery. The early fiscal concerns of the pandemic improved during the summer and fall with larger enrollment than usual in the fall (to counter reduced international student numbers); stimulus
funding from the federal government helped cover incurred costs for PPE, cleaning, etc.; and the university’s good bond rating continued.

- In 2018, the 50-year contract with ENGIE began. Of several goals, one is that ENGIE is required to save 25% in energy costs in first 5 years, for which they are on track to meet. The funds collected from POM pay for capital investments. Currently, $257 million in capital improvements are planned over four years, including smart meter installment across campuses, and major capital upgrades (e.g., boiler updates in McCracken Power Plant; South Campus Heat Recovery Chiller to remove individual building chillers for year-round cooling, higher reliability, and lower overall cost; and Cannon Road changes), etc. In addition, a $277.7M Combined Heat & Power Plant will be built on West campus.

Cybersecurity for You (C4U) update – provided by Amber Buening/Brandon Williams (8:45 – 9:30 a.m.)

- Amber reported that C4U is part of OCIO’s office in order to provide important security training of university employees that did not exist commercially to meet the professional and personal needs of university’s stakeholders. Brandon asked how many of USAC members have been to C4U: https://cybersecurity4you.osu.edu/, and the response was mixed. Ohio State’s cybersecurity training has been updated, and their training covers both professional and personal needs. The trainings are short and on particular topics, and employees can earn points for OSU rewards and/or direct to charitable organizations. They are adding new activities (trainings) each year.
- Please visit https://cybersecurity4you.osu.edu/, which is ADA compliant and mobile device friendly. New activities are being moved to the top of the webpage. Completed activities can be returned to for reference later. Points received for completing activities may be redeemed by making donations to the James or scholarship funds or receiving free Norton software or Cyber Brutus clothing.
- Stacey asked how C4U measures their success. Brandon responded that the first year includes total number of log-ins to the site, although this doesn’t reflect overall reach. Their data feeds into BuckeyeLearn training, and training in one does not need to be duplicated in the other. The university’s 1-hour requirement for annual security training can be fulfilled at C4U by achieving Level 1 completion. If you have questions, please reach out to C4U. Regarding WMC training & C4U: WMC does their own security awareness, but work closely with us and WMC employees are encouraged to use C4U.
- Please share feedback, as C4U needs and wants user feedback on everything from user experience, content and rewards options satisfaction, and new content ideas. Help C4U spread the word, because communicating at OSU is tough. They will appreciate any recommendations or unit communication connections you may have.

Public Safety Advisory Committee update – provided by USAC member Holly Davis

- Holly reported that PSAC: https://dps.osu.edu/resources/public-safety-advisory-committee was established in summer 2020, with composition including students, staff and faculty serving 2-year terms. The committee looks at policing on all campuses although most focus of discussion has been on and around the Columbus campus. This committee is about more than policing, but also social and educational components of safety. The committee is led by OSU Police Chief Spears-McNatt, who is an OSU graduate with 25 years of experience, and Dr. Monica Moll, who is OSU Director of Public Safety, and they are diversifying the ranks of OSU Police. Holly suggests USAC invite them to speak to the committee next year.
• Accomplishments include: creation of a values statement given to contract officers, review of Public Safety Notice situation and procedures (including how requirements of the Clery Act impact police work and reporting), PSAC webpage, and recommendations for community outreach (with social workers, increasing joint police patrols between OSU Police and Columbus Police), etc. Employees may enroll in a Community Policy Academy, which runs over several weeks. The university is developing versions tailored for minority groups. OSU police supervisors have been trained in cultural diversity, and are expected to share what they learn with their officers.

Items for Group Discussion

USAC Bylaws Vote #2 – presented by Governance Subcommittee lead by Steven Blalock

• Steven noted that we may have a follow-up vote on related items to include additional details in the Operations Manual based on some of today’s vote.

• Kate confirmed quorum so we could proceed with the vote. Steven moved to vote on the following proposed changes and Kate Blevins seconded the motion. The votes occurred in Qualtrics.
  o Proposed addition to the USAC Operations Manual regarding how to remove a USAC member. The vote passed with 25 in favor, 2 against, and 0 abstentions.
  o Proposed changes to the USAC Bylaws are:
    ▪ Reducing required years of eligibility for USAC membership to 1 year. The vote passed
    ▪ How to remove a USAC member. The vote passed
    ▪ How appointments are made for USAC alternates. The vote passed
    ▪ Requiring Chair-elect to apply for the next year’s Chair role. The vote failed

Adjournment 10:30 a.m.