UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Agenda
May 26, 2021
Carmen Zoom
8:30 - 10:30 a.m.

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

Call to Order
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes May 12, 2021

Executive Committee Reports
Chair:
- Chrissy gave a friendly reminder that our next USAC Business Meeting will be held at the Park of Roses (she’ll send out more details) for all those comfortable attending in person. We’ll have gifts for outgoing members and USAC nametags for the 1st year members. Brittany asked if we can receive a copy of the letters sent to USAC members’ supervisors. Chrissy said they are available to all of us in BuckeyeBox, and that the Annual Report was included.

Chair Elect:
- Steven mentioned that he will be announcing next year’s Chairs and Vice-chairs for the Subcommittees, and there are several openings for Vice-chairs. He will ask via email for anyone interested to let him know. He will also be asking for confirmation that current 1st and 2nd year USAC members want to remain on the same subcommittee or to change.

Communications:
- Promotional work continue for the June 8th Diversity & Inclusion Staff Panel Discussion. Approximately 450 page visits occurred in the past week for that event.

Secretary/Treasurer:
- Laurel mentioned the USAC May 2021 business report, which she sent out with the agenda. She mentioned the figures on transactions are same as 2 weeks ago, and that key areas of expenditures have been communications and the live captioning for wellness events and senior leaders conversation series. Chrissy asked Laurel to follow-up on the standard $10,000 contribution from the university to USAC for next year’s general operations. Chrissy is ensuring increased funding for emergency grants, and continued support of SCDGs.
Subcommittee Reports

Inclusive Excellence (IE):
- Ferdinand will share links for the upcoming Juneteenth celebrations: [https://wexnermedical.osu.edu/about-us/diversity/diversity-council-events/juneteenth](https://wexnermedical.osu.edu/about-us/diversity/diversity-council-events/juneteenth) and [https://odi.osu.edu/celebrating-juneteenth](https://odi.osu.edu/celebrating-juneteenth).

Governance:
- Steven reminded us that the Staff Senator Information Session is later this afternoon. Details are being worked out with OHR for SCDG. He thanks his fellow Governance Subcommittee members for their good work this year. Steven will be meeting with USAC Executive Committee to confirm details for orientation of New Members, and passing on work for Staff Senator selection/orientation, and SCDG evaluation for fall 2021.

Outreach & Engagement (O&E):
- Lauren reported that they are preparing for the June 8th D&I event. Approximately 250 employees are currently registered. She will share submitted questions with Chrissy for review. She expressed thanks for all of her O&E Subcommittee members for this great work during this past year's pandemic with everything online.

Staff Affairs (SA):
- Sandy stated that they wrapped up their activities last week, with clear goals set for next year. She also noted appreciation for her Staff Affairs Subcommittee colleagues and their work on data collection, etc., for their main projects.

Task Forces

Wellness:
- Emily mentioned OCWO’s marketing work and approvals continue regarding creation of the Wellness toolkits.

OHR Liaison Report

Items for Informational Purposes

Staff Senator Updates by Staff Senators (9:15 - 9:45 a.m.) – by Tom Gessells, Alex Thomas, Andrew Jordan, and Wil Turner
- Tom works for OSU Health Plan, finishing his 2nd year as Staff Senator, and previously served as USAC member and Chair. Alex is a senior academic advisor in COE, finishing 1st year as Staff Senator of his 2nd term, and previously chaired ESAC. Andrew is manager of strategy and organizational effectiveness for Rec Sports, finishing 1st year as Staff Senator, and previously a USAC member and Chair. Wil Turner works in Athletics and is a Staff Senator alternate, he’ll be taking a new position outside of Ohio State.
- Tom stated that this past year has been busy including last summer with special meetings by University Senate for academic issues due to the pandemic and racial justice and equity issues. He was very involved with University Senate’s Ad Hoc Committee (comprised of administration, faculty, staff, and students) that reviewed current University Senate committee structure. They identified 8 committees that most needed (additional) staff representation, in particular: Senate Steering; Rules; Compensation & Benefits; DELIT (Distance Education, Libraries, & Information Technology); and Athletic Council. Discussion is continuing prior to any decisions. Chrissy added that any changes within committees will be determined within the
committee, and will take effect in the next FY. Tom mentioned that the Staff Senators spoke at USAC’s Local and Regional SAC retreat in April.

- Alex described changed in grading: pass/non-pass policy as an emergency grading system evolved for the Autumn Semester with an opt-in choice required of students and that each college determined applicability to which courses.

- Andrew shared the link to previous University Senate minutes and reports: https://senate.osu.edu/senate-meetings-archive. Like USAC, University Senate has guest speakers report out throughout the year. There will be a normal pause over the summer.

- He asked for any questions from USAC. Laurel asked what good characteristics to have in a Staff Senator are. Wil answered: being outgoing, able to meet many people and share with one’s unit. Tom added that relationship-building is key, reiterated the trait of good communication, advocacy for staff, and that frequent contact with past USAC chairs has been helpful. Steven asked about discussions for President Johnson’s goal to make Ohio State an anti-racist institution. Wil responded that there is now a review of building names for possible changes in regards to work by the Task Force on Racism and Racial Inequities, and also the Task Force on Community Safety and Well-being.

**Council on Enrollment and Student Progress (CESP) Update by Sarah Williams (9:45 - 10:00 a.m.)**

- Sarah is finishing her 2nd year on this council, and her term is three-years. The group is a good mix of faculty, and other staff attend, although she is only voting staff member; her term is the first one for a staff member on the council. The council covers the time from when students are admitted to the university to the end of their time as students. Major work includes policy changes on grading, standardized the withdrawal process that was streamlined, review of priority enrollment in courses, meetings with FYE (first year experience) to review and revise checklist, plan academic calendar for next 10 years, review of support of international students taking online courses, reviewing undergraduate research opportunities and paid credit, review of completed survey Qs (including felony criminal history) sent to newly admitted students that may deter enrollment, and initiatives related to DEI. No real decisions on these matters yet, but much is being considered, including how staff are affected as enrolled students. Steven asked for more clarification on what grounds does the university deny enrollment based on answers to criminal record. Sarah said it’s not clear, and the university needs to explain the process.

- Brittany Savko shared the following information after the business meeting: ‘After you are admitted’ page on the Undergraduate Admissions website. A portion of the website includes the information that ‘as a condition of enrollment, all admitted applicants are required to answer a question regarding disciplinary and felony history prior to paying the acceptance fee’ – which links to the University Community Enrollment Review Committee (UCERC) Review Process page.

**University Events & USAC Partnership by Michele Bondurant (10:00 - 10:30 a.m.)**

- Michele expressed her appreciation for Laurel’s volunteering to serve on this year’s selection committee for Distinguished Staff Awards. She plans to revamp the rubric and nomination process for Distinguished Staff Award selection process, including the new Shared Values initiative. She welcomes someone who is familiar with the process, and Chrissy volunteered. Laurel mentioned she will be leading the USAC New Member Task Force next year, and asked if she could work with Michele then to inform previous
Distinguished Staff Award nominees about applying to USAC or Staff Senators, etc. Michele agreed.

- Michele is turning her attention now to Staff (and Faculty) Appreciation week at July 26-August 1. She said plans will probably continue to be virtual at this time. President Johnson will introduce the week in her communications. In the past, USAC has continued with discounts at local vendors, including the Gateway, University District, and Short North. For an early football game, which has traditionally been an appreciation event for faculty and staff, there has been no announcement. Recognition for long-term service by employees will include certificates and pins sent via mail. An annual retirement dinner, which traditionally was held late in the fall/early winter, may be reconsidered regarding time of day and year, possibly spring 2022. There is no university-wide policy on recognizing long service and retirements, even starting at 5 years, across colleges and units. Sandy has data from 2 years ago that the Staff Affairs Subcommittee collected about recognition efforts across colleges and units. She will share that with Michele, who can compare with what she has.

**Items for Group Discussion**

**USAC Operations Manual Vote**

- Steven introduced the voting for updated language in USAC Operations Manual for a) new USAC member appointment process, and also b) USAC member removal process or member resignation. Kate confirmed quorum. Regarding a), the vote passed with 23 for, 0 against, and 2 abstentions. Regarding b), the vote passed with 22 for, 1 against, and 2 abstentions.

**Adjournment** 10:21 a.m.