UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
July 28, 2021
Teams Meeting
8:30 - 10:30 a.m.

In Attendance:
Steven Loborec, Laurel Van Dromme, Debbie Pond, Emily Kelley, Randall McKenzie, Justin Lahmers, Faith Kline, Stacey Houser, Holly Davis, Kynthia Droesch, Sherri Hall, Annie Bingman, Danielle Jennings, Jennifer Elliott, Courtney Gandy, Tina Bogac, Patrick Weeks, Elisabeth Hosket, AmyJo Baughman, Tracey Boggs, Shelby Dawkins, Casey Henceroth, Jason Homan, Allison Jones, AnnaBell Kinsel, Margaret Nevrekar, Pasha Sergeev, Sloane Trusso, and Brandon Gibbs.

Call to Order
Happy Staff Appreciation Week!
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes

Executive Committee Reports
Chair:
• Jeff Risinger was announced as the new senior vice president of talent, culture, and human resources. Steven participated in the search committee. Jeff currently serves as vice president for human resources and organizational effectiveness at Texas A&M. Jeff is a people-person and loves building relationships. Bodes well for USAC’s relationship with Jeff. Of note, Texas A&M has a Winter Recess.
• Subcommittee assignments have been sent to full committee – also available in Box.

Chair Elect:

Communications:
• Send website edits or updates to Debbie
Secretary/Treasurer:
• Send polo shirt sizes to Emily

Subcommittee Reports
Inclusive Excellence (IE):

Governance:

Outreach & Engagement (O&E):

Staff Affairs (SA):

OHR Liaison Report – Brandon Gibbs
• Flexible work policy and agreement updating has been completed. Agreement currently available as a PDF on HR website but will soon be an online form on HRConnection.
• Questions about the policy and/or agreement should first be directed to the HR Business Partner in your unit. This will allow unit leadership to be aware of the types of questions from the unit and the same answers can be disseminated.

• Employee and Labor Relations would also like to know what types of questions are being asked.

• Tools are available online for preparing a flex work agreement. There is a checklist for managers about what to consider before making a decision. Decision-making criteria, FAQs, and proposal form also available.

• HR Leadership is supportive of managers allowing flex work agreements that work for their unit. It depends on the type of work done in the department. Managers should be discussing with staff what types of arrangements will be allowed.

• USAC received an email from a staff member regarding the need to check in with manager on a regular basis about the flex agreement. This feels constraining to the employee and leads to uncertainty. Brandon stated this checking in goes against what taskforce intended. Check ins should be done to ensure the agreement is still working for both the employee and department.

• Management has the authority and independence to decide what is right for team and individuals.

• There is no appeals process for decisions regarding agreements. Disagreements should go up through the management chain so employee can explain their need and work through options. There is no separate board that would supersede managers. It is not the end of the conversation if your manager says no. Employee and Labor Relations is willing to hear the staff member's considerations and assist in coming to a solution.

• Questions about legal terms in the agreement should be routed to HR BP.

• Manager training series regarding Return to Campus—“Leading Today for Tomorrow.” Four-part series going on now. First in series helped managers understand HR’s new philosophy on flex work. Second session (July 29th) about how managers can help lead people who are resistant or reluctant to change or transition. Session three will focus on managing performance. Final session will be a panel discussion on team culture. All sessions are being recorded and will be available.

**Items for Informational Purposes**

**Robert's Rules of Order Training** – Governance Subcommittee (8:30–9:00)

• Presented by Annie Bingman

• USAC follows Robert’s Rules of Order, a guide for conducting meetings and making decisions. It improves meeting efficiency and ensures voting procedures.

• USAC Chair runs the meeting; USAC parliamentarian enforces the rules; members are free to make motions.

• Typical USAC meeting format includes call to order; approval of previous meeting minutes; attendance; reports; new business; announcements; and adjournments.

• Motions must be made and seconded before discussion can occur, then questions may be put forth for the group’s debate, a definite proposal can be put as a motion to vote, then we tally a vote.

• A point of order can be made by a USAC member to bring discussion back on track, and a point of information enables a USAC member to ask for clarification on issues.

• Voting procedures are to ensure fairness and accuracy. Quorum = majority of total members including officers. Votes can be taken via different methods, either in person or virtually, but absentee voting is not permitted.

• USAC Bylaws govern how USAC business is conducted.
• Modified Robert’s Rules of Order is meant to help clarify situations when the bylaws are not clear and to help make sure best practices are followed in meetings, elections, and other official business matters.

• The role of the parliamentarian is to help guide the group to stay on task and conduct business as instructed according to the bylaws.

• If you must miss a meeting, please let Emily Kelley know beforehand, if possible.

Subcommittee Presentations – Historical Review – Subcommittee Leadership (9:00–9:25)

• Outreach & Engagement – Randall McKenzie (chair)
  o Purpose is outreach and engagement to staff across the university, including regional campuses. The events and activities of the subcommittee have morphed in the past year because of the pandemic and to become more strategically aligned to subcommittee mission – more wellness-based now.
  o Historical and current events
    ▪ Staff Appreciation Week & Tailgate (we don’t know yet if the tailgate is happening this year)
    ▪ NBC4 Stuff the Backpack – decided to not do it this year without the physical ability to collect materials. In the past, it has provided an opportunity for staff to do something good for the community.
    ▪ Leadership Conversation Series – Host conversations with several university leaders throughout the year: Pres. Johnson; HR leadership; DEI series. Staff can directly ask questions of senior leaders. There has been much more participation since moving to a virtual format, so they will likely remain in this format.
    ▪ Local & Regional. SAC Outreach – Twice yearly outreach. USAC members attend SAC meetings to give updates on USAC work. Encourage these SAC members to apply for USC or Staff Senators.
    ▪ Wellness Initiatives – Programming in participation with YP4H and EAP. Promote the new Wellness Toolkit, a joint creation between USAC, Buckeye Wellness team, and OHR. The toolkits will eventually be published online.
      ▪ Staff: https://wellness.osu.edu/health-wellness-resources/wellness-guides-faculty-staff
      ▪ Managers: https://wellness.osu.edu/wellness-guides-faculty-and-staff/manager-wellness-toolkit
    ▪ BeKind – Future engagement and promotion of kindness and mental wellness for staff across the university. Kudos and kindness messages can be sent from the website: https://kind.osu.edu/ Consider sending some to your colleagues for Staff Appreciation Week. Debbie Pond noted that Be Kind messages can also be sent to colleagues at Nationwide Children’s Hospital.

• Governance – Jen Elliott (chair) and Annie Bingman (vice chair)
  o Run Processes
    ▪ Staff Senator Selection
      ▪ Application process
      ▪ Interview process
      ▪ Results communication
    ▪ External Committee Selection
• The deadline for external committee applications has been extended to Wednesday, August 11th at 5PM. Please consider applying!
• Determine openings
• Call for applications
• Score applications
• Manage issues and updates – committee members are required to give an annual report-out and bi-annual written updates)

  ▪ SCDG
    • 2x/year
    • Coordinate with HR
    • Training
    • Organize and manage scoring
    • Notify HR of results
    • Manage feedback
  ▪ Bylaws Update
    • At least once every 3 years
    • Manage feedback and edits
    • Manage voting
    • Manage communication
  ▪ Operations Manual Updating
    • Update as needed
    • Similar process to by-laws update
  o Overall Administrative
    ▪ Meetings
    ▪ Updates to USAC documents and processes
    ▪ Timing
    ▪ Files

• Staff Affairs – Stacey Houser (chair) and Tina Bogac (vice chair)
  o Focus Areas
    ▪ Health & Wellness
    ▪ Rewards & Recognition
    ▪ Enterprise Project
    ▪ Increase Partnership with PPCW
    ▪ Pay Equity
    ▪ New Employee Engagement
    ▪ Flexible Work Toolkit
    ▪ Time Off/Leave Policy
  o Initiatives
    ▪ Staff Recognition Program – Staff Spotlight
      • Desire for new, easier, less formal way to recognize staff. Staff members can be nominated by any colleague, using a simple form. Nominations are reviewed by the Staff Affairs subcommittee. Typically, two winners are chosen per month and publicized in USAC social media outlets. The first winners were
chosen in February, 2021. Winners are asked “get to know you” questions.

- Flex Work Policy – Updated last year to include remote work. The subcommittee’s work was used in university/HR task forces. It considers flex work in a bigger scope: hybrid, remote, etc.
- Pay Equity – There is so much going on at university considering pay equity. Is Staff Affairs role to make sure this is moving forward? Make sure this is a high priority and not being forgotten. The subcommittee doesn’t want to be redundant in the work, but role may be to make sure it is moving forward across the organization. Steven L. likes this approach to this issue. He noted that PPCW has done a lot of work on this pay equity. Can we leverage that relationship and their work?
- Time Off/Leave Policy
- Winter Recess – Right now addressing a list of questions and issues from stakeholders. A taskforce needs to be created to discuss the outstanding issues. Staff Affairs will also need to have discussions with the new HR leader. Paul Patton (interim HR VP) has said there may be other ideas other than Winter Recess being discussed. It is potentially helpful that Texas A&M has a Winter Recess.
  - Many issues addressed by Staff Affairs are related to HR. Important for the subcommittee to establish a good relationship with HR partners.
- Inclusive Excellence – Courtney Gandy (chair) and Shelby Dawkins (vice chair)
  - Newest subcommittee that came out of a task force formed in support of President Drake vision for diversity and inclusion at OSU.
  - Goal is to examine the culture of inclusion and staff diversity across the university.
  - USAC voted in 2018 to formally create the Inclusive Excellence Subcommittee.
  - Initiatives
    - Promoting equitable and inclusive practices within USAC
      - Liaisons between IE and the other subcommittees
    - Encouraging communication and professional development with ERGs and affinity groups. Monthly meeting to share best practices. Working with Nina Brooks (Diversity & Inclusion Consultant in HR) to promote affinity groups and ERGs.
    - Pride and Ownership Conversation series – created a template for meeting with unit leaders to discuss diversity and inclusion in their unit. First one: Conversation with Dr. McDonald (dean of Newark campus) is available to view on USAC website. [https://usac.osu.edu/pride-and-ownership-dei-conversation-series/](https://usac.osu.edu/pride-and-ownership-dei-conversation-series/)
    - Where does IE go from here? Don’t want to duplicate conversations already happening across the university. Where do we find our place in the aftermath of last year where DEI is in the forefront of our community and society?

**Wellness Break (9:25-9:40)**

- Laurel led USAC members in a series of office exercises and shared an infographic of the exercises which is located in Box.
- Laurel also put out a call for USAC members that also serve as Buckeye Wellness Innovators.
  - USAC members that are Buckeye Wellness Innovators:
Faith Kline
Sloane Trusso
Annie Bingman
Amy Jo Baughman
Debbie Pond
Kynthia Droesch

Staff Career Development Grant – Reviewer Training – HR + Governance (9:45-10:25)

- Reviewer Training (Jen Elliott)
  - Amazing opportunity to see what staff value and are doing across the organization. This is a great chance for staff to gain professional development when unit may not have funds to support it.
  - Career Development Grants are awarded for education and training costs related to the applicant’s job and/or career goals.
  - Teams of USAC members will be created and applications assigned to each team.
  - We are not comparing professional development opportunities against each other; rather, we are evaluating their proposals and the case made for professional development.
  - The scoring rubric updated for this round.
  - There are 3 application categories: 1) Professional development proposal; 2) Benefits to applicant, unit, and university; 3) Budget.
  - Each category is scored as either: Excellent; Good; Average; or Below Average.
  - Heart points: awarder for extraordinary circumstances described in the proposal. Heart points example from Veronica: Great proposal, but writing skills might be lacking.
  - Total points possible: 105 points.

- Next steps:
  - Committee members will receive an email with the rubric and Box location of team.
  - Review applicants and add scores to your team’s spreadsheet.
  - Discuss scoring discrepancies of 20+ points and adjust scoring, if necessary.
  - Use your team’s applicant list to find names in the system to review.
  - Let Jennifer know if you are applying for a grant yourself.

- Timeline:
  - Application deadline on July 31st.
  - Reviewer Status - August 2, 2021
  - Materials Uploaded to Box - August 3, 2021
  - USAC Email Notification* - August 3, 2021
  - USAC/OHR Review Period - August 4-30, 2021
  - Award announcement - September 8, 2021
  - Funding period - September 2021 – April 2022

- Tips
  - Do not wait until the last minute to review the applications. Give yourself plenty of time.
  - Contact Jen Elliott or Annie Bingman if have a conflict of interest or do not feel comfortable reviewing any of the applications.
  - Also let them know if you are applying for a grant yourself.

- Accessing and viewing the Application (Steven Mentz & Veronica Herrera – HR)
  - Go to https://apps.hr.osu.edu/CareerDevelopment/
  - Log-in with name.# and password
  - Search or browse for the applicant to review.
The applicant may put a budget total higher than the grant award. That is ok because they are giving us a running total of their entire professional development activity.

Please let Steven and Veronica know if you see any applicants that do not fulfill eligibility requirements.

Encourage staff members to apply! Faculty and students are not eligible to apply.

60 applications received so far for this grant cycle. This is lower than normal, and probably because of the current landscape.

**OSU YPN ERG Mentorship Program** – Courtney Gandy + Holly Davis (10:25-10:30)
- Opportunity for staff members to mentor a young professional on campus.
- Launching this fall.
- Courtney and Holly co-chair the mentorship program.
- 35 professionals have already signed up for program.
- Two professionals will be assigned to each mentor.
- Looking for mid to senior level staff members to act as mentors (at least 75% employment and not on a PIP)
- Mandatory training available: Sept. 14th or Dec. 20th
- Application window is open thru August 6th: [https://osu.az1.qualtrics.com/jfe/form/SV_8Bu40eLP9LZ2n8q](https://osu.az1.qualtrics.com/jfe/form/SV_8Bu40eLP9LZ2n8q)

**Items for Group Discussion**

**Adjournment** 10:33 a.m.