UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting
Minutes
October 13th, 2021
Microsoft Teams
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, Trisha Ritter, Courtney Gandy, Tina Bogac, Patrick Weeks, Drew Miller, AmyJo Baughman, Shelby Dawkins, Casey Henceroth, Jason Homan, Allison Jones, AnnaBell Kinsel, Margaret Nevrekar, Pasha Sergeev, Sloane Trusso, and Brandon Gibbs.

Call to Order 8:36
Adoption of the Agenda
Approval of the Previous Meeting Minutes September 22, 2021
Vote to activate alternate USAC member

- Jacob Hollar (2nd Year member) has resigned from USAC. Jacob was serving on the Staff Affairs subcommittee.
- Vote to activate Alternate #2 to replace Jacob.
- Alternate will serve on the Staff Affairs subcommittee.
- This is our last alternate member. If another resignation occurs before June 30th, that spot will remain vacant. An extra member will be chosen during next year’s new member taskforce.
- Motion to activate made by Steven and seconded by Debbie Pond. Motion carries to activate Alternate #2.

Executive Committee Reports
Chair:

- Steven will be serving on the search committee for the new leader of the Wexner Medical Center as a staff representative. Committee has not yet met.
- President Johnson’s Investiture All-Staff Wellness Event – November 16th, 8:30-9:30. Event will be held in the RPAC Tom W. Davis Special Event gym. All USAC members are needed to volunteer, if possible.
- Career Roadmap manager trainings are happening Tuesday and Thursday of this week. Timelines have not yet been defined. Over the next month, managers will be asked to review the mapping of their employees and comment on whether mapping is appropriate. After review, employees will take part in verification utilizing DocuSign. Employee can agree and sign or disagree with mapping. If the employee disagrees, they will need to submit documentation and justification as to why employee feels the mapping was incorrect. The justification then routes to the manager to review and then to the compensation team. Compensation team has the final say. Manager trainings will be recorded and available on Career Roadmap website.
- Upcoming senior leader meetings: Jeff Risinger – next week – focusing on Winter Recess.
- Vaccine requirement deadline this week – Friday, October 15th. Documentation must be submitted thru the Employee Reporting Form: https://safeandhealthy.osu.edu/covid-19-vaccine-requirement
• What is the committee hearing from staff?
  o Vacancies on teams are leading to frustration and burn out of staff.
  o Justin Lahmers asked about feedback from the $1000 bonus pay to WMC employees?
    ▪ Steven thinks employees feel appreciative.
    ▪ Shelby Dawkins commented that frontline workers she is in contact with think it is too little too late.
    ▪ Patrick Weeks and Shelby both commented that a lot of resignations are happening and becoming an issue.
  o Career Roadmap concerns:
    ▪ Faith Kline commented that there doesn’t seem to be consistency in mapping across units/colleges.
    ▪ Shelby commented that she keeps hearing that OSU is 10+ years behind in salaries. Are we going to see that reflected in the update or will individuals get pinned into lower salaries with new guidelines for certain levels, i.e., Managers, etc.?
    ▪ Steven stated that central HR will not be contributing to raising employees up to minimum salary. It will be up to units/departments to budget for increases.
    ▪ Tina Bogac stated that A&P used part of merit increases to bring some employees up to minimum. Jay Kasey was very transparent about the unit’s decision.

Chair Elect:
  • No updates.

Communications:
  • Please distribute investiture wellness event messaging to your teams and departments!
  • BeKind event was held last night. Debbie Pond, AnnaBell Kinsel, and Tina Bogac participated as USAC representatives. 170,000 meals packaged!

Secretary/Treasurer:
  • Polos ordered.
  • Swag for investiture has been ordered. Catering estimate received.

Subcommittee Reports
Inclusive Excellence (IE):
  • Looking forward to welcoming Trisha to the subcommittee!

Governance:
  • Working on filling senate committee roles – reviewing applications this week for Senate Diversity Committee.
  • Engaging in an internal process to review internal USAC documents to make sure they are equitable.
  • Preparing for next round of Staff Career Development Grants.
  • Timeline for the annual staff senator recruitment and election process will be moved up this year. July is typically too busy for Governance and full committee. May overlap with New Member Taskforce.
Outreach & Engagement (O&E):
- Investiture planning:
  - Once specifics of the event are organized, O&E will put out a volunteer sheet so USAC members can sign up for tasks. We will need setup and takedown help as well as volunteers to work during the event.
  - Please send event messaging to your teams and networks. We have a large event space to fill.
- Career Roadmap Town Hall:
  - Trying to reconfirm the date for this event. This will be a similar event to past senior leader conversation events.
- Local and Regional SAC Outreach:
  - Continuing to reach out to local and regional SACs to find time to join their meetings to give USAC updates.

Staff Affairs (SA):
- Tina and Stacey met with HR this week to discuss flex work and turnover data. What is normal and high for turnover numbers? How do we benchmark against other institutions?
- Meeting next week with Jeff Risinger regarding Winter Recess.
- Subcommittee members to review nominations for Staff Spotlight. Seven applications received this month!

OHR Liaison Report
- Vaccine requirement for all staff, faculty, and students:
  - Must have first dose or exemption approved by Friday, October 15th.
  - Faculty and staff will be notified by email that they are not compliant before any formal corrective measures take place.
  - Disciplinary action will take place after warning and time to get into compliance. Will not happen right after October 15th.
  - Once management and staff receive emails about non-compliance, the expectation will be that managers and HR ensure there are conversations with employees to inform them that they need to get compliant. Informal counseling happening in early November.
  - November 15th is deadline for second vaccine dose. If still non-compliant, more formal steps will be taken. Formal corrective action will occur in conjunction with HRBPs.
  - Emails will not state whether employee is vaccinated but will only state that employee is not compliant.
  - All effort for next six weeks is to get compliance numbers up. Currently, at about 85% compliance rate. Approximately 1500 non-compliant employees.
  - Sherri Hall asked how many steps of discipline there are. Brandon commented that it depends on the type of employee. Non-compliance will have a different disciplinary track than typical discipline for performance issues. Sherri asked if an employee could still be employed three months after deadline? If every disciplinary step is taken, it could take a few months. There will be disciplinary steps like removal of IT access, making it impossible to perform employee’s job.
  - USAC can help by referring employees to the Safe and Healthy Buckeyes website and encouraging compliance, either by getting vaccinated or requesting exemption and letting them know there will be corrective actions taken for non-compliance.

Items for Informational Purposes

Biology & Stretch Break – 9:30-9:40 – Stretching with Sloane!
Buckeyes for Charity 2021 – Jason Homan 9:40-9:45

- Campaign transitioned from OHR to Outreach & Engagement.
- Benefits 850 organizations outside of OSU.
- You can give via credit card, check, cash or payroll deduction and choose to make a one-time or recurring donation.
  - If you have given in the past via payroll deduction, that payment will continue unless you make changes.
- Campaign runs until November 5th.
- https://buckeyesforcharity.osu.edu/
- Direct questions to buckeyesforcharity@osu.edu

Subcommittee Work Time 9:45-10:15

Items for Group Discussion

Adjournment 10:33 a.m.