UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting Minutes
January 12, 2022
Microsoft Teams
8:30 - 10:30 a.m.

In Attendance:
Steven Loborec, Laurel Van Dromme, Emily Kelley, Randall McKenzie, Justin Lahmers, Faith Kline, Stacey Houser, Kynthia Droesch, Holly Davis, Sherri Hall, Annie Bingman, Trisha Ritter, Jennifer Elliott, Courtney Gandy, Tina Bogac, Patrick Weeks, Drew Miller, AmyJo Baughman, Shelby Dawkins, Casey Henceroth, Jason Homan, Allison Jones, AnnaBell Kinsel, Margaret Nevrekar, and Ana Casado.

Call to Order 8:34
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes December 8, 2021

Executive Committee Reports
Chair:

- Dr. Jeff Risinger will be joining our meeting to give us his vision and strategy for HR and receive feedback from our group. Jeff will be joining one USAC business meeting per month going forward.
- What are the USAC priorities for the rest of the year?
  - Winter recess permanence
  - Annual report creation
    - Identify a date. Considering May to better summarize the full year.
    - Tom Gessells, former USAC chair, told Steven that the report out had previously been done in March in case there were budgetary requests of the president that needed to be moved on earlier than May.
  - USAC Executive Team Elections – Chair-Elect, Communications, and Secretary/Treasurer positions are up for election. Steven will identify two third-year members to organize and run the elections. March-May timeline. During a future meeting, current executive members will share the duties, responsibilities, and time commitments of their roles.
  - Moving Staff Senator Election timeframe to vote in mid-June to have more experienced USAC members taking part in the vote and to relieve some pressure from the Governance subcommittee’s summer responsibilities.
  - Staff Career Development Grant review will happen in February.
  - New Member Task Force – will be led by Laurel as Chair-Elect.
- USAC BuckeyeBox Account – OCIO is ready to move us from BuckeyeBox to Microsoft Teams. Will likely be setup as a university Team and WMC staff will be guests in the Team. OCIO will be doing the file conversion and move.
- COVID-19 Updates
  - COVID-19 swabbing station has now been opened at CAS on Olentangy River Road in the parking garage. Appointments released every 24 hours. Appointments can be scheduled via MyChart.
WMC is very full of COVID-19 patients.
Vaccine station has re-opened at Jesse Owens North. Boosters can be scheduled via MyChart.
President Johnson is prioritizing in-person learning, but other meetings and events should be virtual. USAC meetings will be virtual until further notice.

- AnnaBell Kinsel commented that some offices in SAS are loosely applying the university’s guidelines for remote work. The president’s email regarding return to campus prioritized in-person student instruction and limiting groups and events for students. SAS still has 300 people coming to campus every day for tours and is planning/hosting 1,000 person events. There is a sense from the staff that what SAS is doing is above the rules or more important than the priority to keep students in class. There was a lot of staff turnover around the return to campus and lack of leadership. There are staff concerns around safety, morale, and ethics. Decisions feel motivated by money or recruitment goals, instead of safety.  
- Casey Henceroth shared that she is seeing the same thing in her unit. Her staff has been recalled to campus. The vagueness of the president’s guidance has led to inconsistencies in application. This is leading to staff morale issues.  
- Courtney Gandy commented that her Enrollment Services colleagues (Admissions/Advising) in Lima have been given the same directive - they are to continue as is if it involves student recruitment and retention and will not be given the same allowances for flex work.

Chair Elect:  
- New Member Task Force  
  o We will begin advertising for applications and offering information sessions in February.  
  o Application review in March.  
  o Interviews in late March and early April.
- Additional senior leaders will be joining us throughout the rest of the year.  
  o JR Blackburn – late January  
  o Mike Papadakis and Kris Devine, Office of Business & Finance  
  o Dr. Moore and Dr. Lee – end of Spring
- Thanks to AnnaBell Kinsel for volunteering as USAC representative to serve on the university’s Distinguished Staff Awards committee.

Communications:  
- Debbie was unable to attend.

Secretary/Treasurer:  
- Working on balancing recent expenses and overall budget.

Subcommittee Reports  
Inclusive Excellence (IE):  
- Reminder to complete your Inclusive Excellence questions for your subcommittee.  
- Nina Brooks reached out to Shelby Dawkins about reconvening the ERG group across campus.

Governance:  
- SCDG review coming soon. Working to schedule a review meeting with HR and USAC.
• Updates to the Operations Manual and Governance section of the USAC website. Steven asked if moving the timeline of the Staff Senator selection requires a bylaw change? Jen Elliott to investigate.

**Outreach & Engagement (O&E):**
• Considering a second Career Roadmap Townhall around the time staff receive their mapping information. Steven commented that Dr. Risinger is very open to participate in a second townhall.
• Also considering a Conversation with the President and a wellness event in the second-half of the year.

**Staff Affairs (SA):**
• Winter Recess was a big win! SA will continue to work with senior leaders to make it permanent. One of big changes will be to have it written into the holiday schedule or changing the short-term leave policy.
• There were no Staff in the Spotlight winners in the last newsletter because of timing over the winter break.

**OHR Liaison Report**
• Brandon Gibbs was unable to join the meeting today.

**Items for Informational Purposes**

**Biology & Stretch Break (9:35-9:50)**

**Subcommittee Work Time (9:50-9:58)**

**HR Updates and Listening Session** – Dr. Jeff Risinger (10:00-10:30)
• HR Vision
  o Three big pieces when Dr. Risinger got here…
    ▪ Workday
    ▪ Talent of HR Team
    ▪ Direction and leadership of the team
  o Dr. Risinger has been hosting townhalls with the HR team every Friday – up to 350 employees are joining weekly.
  o Committed to meeting with every team member within the first year at Ohio State. 100 meetings have been completed so far.
    ▪ Questions asked during the meetings:
      1. How well is Ohio State doing?
      2. What one thing could the university be doing to make this a better place to work?
  o Direction of the team has been chaotic and missing and there have been role clarity issues. Dr. Risinger believes this is the easiest aspect to fix.
  o He commented that he has never made personnel changes in the first six months of starting at a new organization, but there were leaders here that had to be changed based on conversations from the townhalls and 1:1 meetings.
  o By providing better leadership, career pathing, and fair and equitable compensation, we can reduce employee stress thereby improving wellness.
  o Currently, there are almost 40 vacancies on the HR team.
o The biggest philosophical shift is the centralization of HR services. HR is going thru a process now to evaluate the decisions that HRBPs must bring to Central HR. Which ones can be pushed back to the units? The shift will recreate a lot of what employees felt when the units had their own HR staff.

o HR manages one hundred processes over the course of the year. The team identified the top ten processes that need evaluation and improvement.

o Winter Recess – need to begin working this Spring to be able to make this permanent. This shouldn’t be an annual decision.
  ▪ Shelby Dawkins commented that staff populations that straddle the WMC and university, like her unit, weren’t all able to take the break uniformly. In her unit, 11 people out of 60 were unable to take the break. All 11 were from historically marginalized populations and the lowest paid employees. Dr. Risnger commented that starting in the Spring will allow more time to address issues and distinctions like these.
  ▪ How is HR addressing the compensation gap between univ and WMC? Dr. Risinger commented that Career Roadmap should address the gaps.

o Is the university still in a hiring pause?
  ▪ No – The overall volume of hiring would suggest we are no longer in a pause. Dr. Risinger is working to eliminate the exemption process. All exemption requests are being approved, so there is no need for the process.

o We learned a lot in terms of working remotely because of COVID. We need to be creative about allowing flexible work. A lot of jobs are being posted as full remote positions. Remote options can make a job more attractive when compensation may be less.

**Items for Group Discussion**

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