UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting
Minutes
January 26, 2022
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, Kynthia Droesch, Holly Davis, Sherri Hall, Trisha Ritter, Jennifer Elliott, Courtney Gandy, Tina Bogac, Patrick Weeks, Elizabeth Hosket, Drew Miller, AmyJo Baughman, Tracey Boggs, Shelby Dawkins, Casey Henceroth, Jason Homan, Allison Jones, AnnaBell Kinsel, Margaret Nevrekar, Sloane Trusso, Ana Casado, and Brandon Gibbs.

Call to Order 8:33
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes January 12, 2022

Executive Committee Reports
Chair:
- Holding monthly meetings with JR Blackburn
  - Personnel changes within the President’s Office, including Sarah Bohman transferring back to a position in HR.
  - JR will be attending future business meetings
- Paul Patton is no longer working with the university. He is now working with the mayor in Cleveland.
- Alison Mincey has left the medical center. She has taken a position as Chief HR Officer at the University of Miami health system (FL).
- WMC CEO search committee met last week. Provost Dr. Melissa Gilliam and Elizabeth Seely (co-chairs of the search committee) have held several listening sessions to help craft the position profile. The search committee has set the cadence for the rest of the meetings. Search firm is now actively advertising and recruiting. The public can send in candidate recommendations via the website. https://www.imsearch.com/search-detail/S8-227 The process timeline has elongated from initial expectations.
  - Tracey Boggs asked how the search committee was formed and how diversity and inclusion is being addressed in both the committee and the candidate pool? Steven replied that the committee was formed by President Johnson. https://president.osu.edu/story/wmc-search-committee-announcement The committee is actively working to ensure there is a diverse candidate pool. Tracey asked if Steven will be able to ask USAC for feedback on the candidates. Search committee is a highly confidential process especially in terms of individual candidate names. Steven can’t share with us who is applying or why. The listening sessions were the best place for the WMC and university community to provide feedback on the position profiles. Steven can bring back any USAC feedback to the search committee.
- Career Roadmap – Manager training is happening this week regarding the employee review phase. An email was also sent to employees about the timeline for employee training. Starting March 8th, employees will start receiving DocuSign letters stating where the employee is mapped. The employee will have a chance to agree or dispute the mapping. O&E is working with Career Roadmap to schedule a second townhall in early March between employee training and employees receiving the letters.
Ana Casado asked what if an employee's supervisor wants to reclassify the employee's position before Career Roadmap takes place?

- Steven responded that normal HR processes are still taking place, and this can happen before CR takes place. If a position is reclassified, it would essentially delete the current mapping and remap it to Career Roadmap. Position mapping is all about mapping the job activities. Reclassification is about changing a job description when the job activity no longer matches the job description.

- Faith Kline responded that she tried to make changes for herself and staff prior to CR, and her HR told her they were too busy to worry about it. Faith is concerned that there does not seem to be consistency across the university and that the process seems to be complete and there will be no adjustment.

- Tina Bogac commented that an issue may be that they left this up to the unit to implement, so its success is dependent on the unit’s engagement with the process. This may be leading to the inconsistency.

- Steven admitted that the experience is widely different across units. We need to discuss this with Dr. Risinger at the next business meeting, especially if there are places where managers are trying to engage but are not being allowed to.


New Career Roadmap Timeline:

- January 21 \text{FINAL data due from HRBPs}
- February 1 \text{Data Effective date for Employee letters}
- February 14 \text{Managers start to schedule meetings with employees}
- February 21 \text{HRBPs receive formal employee snapshot}
- March 7 \text{Manager last day to conduct notification meetings with employee}
- March 8 \text{Compensation sends acknowledgement letter via DocuSign}
- March 22 \text{Employee deadline to agree or disagree}
- March 25 \text{Compensation sends position review to all employees who disagree}
- April 13 \text{Employee submits position review document}
- April 27 \text{Manager submits position review document}
- May 11 \text{HRBP submits position review document}
- June 30 \text{Compensation evaluates submitted position reviews and assigns results}
- July 8 \text{Compensation sends results spreadsheet to HRBPs}
- July 22 \text{Manager schedules and conducts results meeting with employee}
- July 26 \text{Compensation sends results letter via DocuSign}
- July 26 \text{Employee receives results letter via DocuSign}
- July 29 \text{Compensation sends Job Profile Assignment letter via DocuSign}
- August 12 \text{Employee signs Job Profile Assignment letter*}
- August TBD \text{Compensation sends Pay Advance letter, if applicable*}

Training dates:

- January 25 \text{Manager Training III – ER}
- January 27 \text{Manager Training III – ER}
- February 8 \text{Employee Training I – CR Basics}
- February 10 \text{Employee Training I – CR Basics}
- February 22 \text{Employee Training II – ER}
- February 24 \text{Employee Training II – ER}
Chair Elect:
• New Member Task Force
  o Application will be due 2/28.
  o Goal is to have a slate of candidates to propose to USAC by 4/13.
  o Laurel has been reaching out to partners across the university and within USAC to help make the entire process more equitable. There will be changes to the language of the application, position profile, interview questions, and how we ask them. We are hoping to lead to a more equitable process and gain a more diverse membership.
  o New member information sessions – there will be additional dates and times that Laurel may need assistance.
  o She will be meeting with Administration & Planning Department Leaders during their meeting (10:00-noon on February 8th) – please let Laurel know if you are available to attend to help promote USAC.
  o Courtney Gandy suggested Laurel go to groups like ERGs and SACs to let them tell us when it is a good time for them to hear about USAC membership.
  o Sherri Hall asked if there would be a video created for advertisement and will there be a senior leader involved to promote the group? Laurel commented that there was previously a video created but is now out of date. Are there members of USAC that would be willing to help create or be featured in a new video?
  o Deb Pond suggested that we record one of the new member information sessions and then post to the USAC website.
  o Tina Bogac suggested getting short clips of senior leaders stating how they work with USAC and build those into the information session presentation.
  o Holly Davis stated that she is surprised at the lack of applications and wonders if this is a perception problem about what we actually do as USAC members. Could we do a survey to ask staff what they would like us to advocate for?
• Pasha Sergeev resigned from their position on USAC. We do not have any more alternates, so we will not fill the position. There will be an additional spot to fill during New Member recruitment.
• USAC files are finally moving from Buckeye Box to Microsoft Teams. Laurel created a Team for our files.
• A conversation with Dr. Moore has been confirmed for May, potentially with Dr. Cheryl Lee as well.
• Jay Kasey was concerned about having enough Q&I housing for students. Concern is also with having enough staff to run the facilities.
• University is getting ready to put out a new RFP call for Master Plan 3.0. There may be a paradigm shift with the third version due to remote work caused by the pandemic.

Communications:
• Reached out to University Marketing & Communications for a review and possible redesign of our website. The website needs to be made ADA compliant. There is potential to switch platforms.
• February newsletter will include New Member information. Outreach & Engagement will be featured. Considering March newsletter to highlight executive committee.
• New Member info will also be going out to all our normal communications channels soon.

Secretary/Treasurer:
• We have received $10,000 funding from HR.

Subcommittee Reports
Inclusive Excellence (IE):
• The subcommittee is in the process of a website review, particularly the IE portions. Hoping to be done with review by February 4th.
• Shelby Dawkins is scheduling a meeting with Nina Brooks regarding working with ERGs.

Governance:
• Co-chairs unavailable to give an update.
**Outreach & Engagement (O&E):**
- Working on the Career Roadmap Townhall Part 2 for early March.

**Staff Affairs (SA):**
- Talked on Monday about proposing wellness release time for staff. The subcommittee would like to work with College of Nursing and Dr. Risinger on this initiative. Stacey is looking at the opportunities available at Texas A&M, where Dr. Risinger was previously employed, to see what they are offering staff. SA will talk to HR first and then present to President’s Cabinet. Bern Melnyk, Jeff Risinger, and President Johnson are all wellness focused.
  - Tracey Boggs commented that the medical center was trying out a meeting free time zone M,W,F between 9-11. Tracey feels it hasn’t really been enforced, but maybe the wellness hours can piggy back off of that or be incorporated in that. Heavy meeting schedules and back to back can have an impact on mental health and physical posture.
  - Steven commented that he is trying to push forward with adding mental health to the sick leave policy. The work and language have been completed; it just needs to be made official.

**OHR Liaison Report**
- Career Roadmap frustrations should be addressed with Dr. Risinger. Jeff and the CR team want to get it right, so our feedback would be helpful. The mapping does not have to be the end of the conversation.
  - Holly Davis commented that there must be a level of awareness by Jeff and the CR team that some staff are unhappy with this process. Townhalls should be addressing more of this unhappiness of staff and actually answering attendee questions.
  - Faith Kline commented that she feels like this process is an unstoppable train at this point. If we don't have enough HR to deal with this, shouldn't it be delayed until we do (in order to do it right from the start)?
  - Sherri Hall agrees with Brandon about Jeff’s being open to hearing feedback and getting issues rectified.

**Items for Informational Purposes**
**Commencement Speaker Nominations** – Jason Homan (9:45-9:50)
- Currently collecting speaker nominations for August and December 2022 and May 2023 commencements.
- Looking specifically for university leaders for the August and December commencements.
- Nominations are due by Monday, Jan. 31st.
- The selection committee is made up of staff, faculty, and students who make recommendations to president’s office who ultimately decides the speakers.
- To make a recommendation: [https://commencementspeakernomination.oaa.osu.edu/](https://commencementspeakernomination.oaa.osu.edu/)

**Biology & Stretch Break** (9:50-10:00)

**Inclusive Excellence Subcommittee Self-Evaluation Questions** (10:00-10:30)
- This will be moved to a later meeting due to time constraints.

**Items for Group Discussion**
- Holly asked about the previous recommendation for a staff ombuds and if there have been any updates. An independent, confidential ombuds could be helpful with issues like bullying, Career Roadmap, etc. Steven commented that this may be an issue we can work with the staff senators on.
- OTDI is re-evaluating the policy around sending emails on behalf of a team or individual. [https://it.osu.edu/privacy/privacy-procedures](https://it.osu.edu/privacy/privacy-procedures)
- "Office of Technology and Digital Innovation" is the new overarching name for OCIO and ODEE.
- Courtney Gandy asked if there is any concern with the OSU COVID-19 numbers being close to 10%. Steven commented that the university is taking some stronger measures like masking between bites of eating, encouraging more remote work, and encouraging boosters.

**Adjournment** 10:28 a.m.