UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting
Minutes
February 9, 2022
Microsoft Teams
8:30 - 10:30 a.m.

In Attendance:
Steven Loborec, Laurel Van Dromme, Debbie Pond, Emily Kelley, Randall McKenzie, Justin Lahmers, Kynthia Drosch, Holly Davis, Sherri Hall, Annie Bingman, 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 8:32
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes January 26, 2022

Executive Committee Reports
Chair:
• Steven and Laurel met with Dr. Jeff Risinger regarding adding mental health to the sick leave policy. Jeff was very supportive of bringing this to fruition.
• They also discussed wellness release time with Jeff, who had a similar program at Texas A&M. Jeff has brought this up with Bern Melnyk and the Health & Wellness Committee. Working through what to call this initiative. Jeff is fully supportive of making this a formal initiative.
• Steven and Laurel also informed Jeff about the concerns that had been raised about timing of the launch of Career Roadmap and how managers are struggling in some colleges or units with working with their HR colleagues to update job descriptions and/or mapping in advance of Career Roadmap. Jeff will speak to USAC about this at our next business meeting on February 23rd, when he joins us.

Chair Elect:
• Transition of USAC folders from Box to Teams
  o Laurel is asking for the transition to occur in the last week of February to allow us to complete the review of SCDG applications before transition.

Communications:
• No updates due to time constraints.

Secretary/Treasurer:
• No updates due to time constraints.

Subcommittee Reports
• No updates due to time constraints.

OHR Liaison Report
• No updates due to time constraints.
Items for Informational Purposes

Workday Today Feedback (8:30-8:45) – Janis Wolens, Project Management Consultant

- Rollout will be required by September 2022
- Changes to Workday are ongoing
  - Inbox Preview, Show Applications
  - Home page could change significantly
- Current Plan
  - Continue phased rollout so that core Workday users use these changes before the rest of the university
    - Central unit Workday users (by security group)
    - Core Workday users (by security group)
    - All users
- Considerations for the full university rollout
  - Timing
    - Core users may change as early as April
    - Consider changing the full university after fiscal year close
  - Support
    - Host a call line for technical support
- Groups to consider moving sooner
  - Consider moving executive assistants or office associates earlier
- Please send further feedback to Janis, wolens.1@osu.edu

University's Response to Winter Weather (8:45-9:30) – Bob Armstrong, Director of Emergency Management and Fire Prevention, Raegan Schneider, Senior Director, HR Business Partners & Kay Wolf, Senior Vice Provost

- Process for expected winter weather events
  - 48 hours before a weather event is expected, Bob sends out weather forecast briefings to a select group across campus.
  - Landscape services begins to prepare for clearing the sidewalks.
  - CampusParc begins working with outside contractors in preparation for clearing the parking lots and garages.
  - 12 hours before, Bob reaches out to ask if there are special events planned or special needs to be considered during the event.
  - The call could happen up to 3am. The final decision must be made by 5am, so the message can be sent out. The call timing depends on the expected time of the weather event.
  - Concerning last week, the guidance about Friday from the weather service and DTN was that around 2am most sleet and snow would stop. Only a half inch of accumulating snow was expected after that point.
  - Holly Davis commented that staff members were surprised that the message about Friday came Thursday evening and not later in the evening or night.
  - Holly asked if there is a financial impact when the university closes. Kay Wolf commented that she has never heard a financial consideration in any of these meetings. Bob agreed that he has never heard that either. The
focus of the conversations is on the areas that never close, WMC, VetMed, etc.

- Tina Bogac asked what considerations determine whether classes are canceled or campus is closed? Kay commented that campus never actually closes because of the services that have to be available. The conversation Wednesday to Thursday was are we prepared to host classes online? In the future, one of the ideas from the provost is to have faculty ready to go online at any time. There is a large selection of classes that are field work, like student teachers or physical therapists going to nursing homes. There was discussion about changing the thought process due to the availability of remote work now. There was an assumption that most of our staff members can work from home now. Part of the challenge is that our lowest paid staff members are the ones we rely on to be here when there is a snow emergency.

- FOD Landscape Services clears sidewalks and the building team clears the stairs in front of the building.

- What we have learned in the last few years have shined a light on disaster designations.

- Annie Bingman commented that if we have disaster designations, we need to use them. In Residence Life, there were non-essential workers that were required to come in. The university needs to be more direct about telling non-essential workers to stay home. Raegan commented that designations are defined as: Essential – critical to their operation and required to come in during these events; Alternate – backup to essential employees; Standby – not essential or alternate. Kay agrees that we need to work with leadership to remind them that we do not have to have staff come in if they can work from home. Steven commented that there should be an update to the designations based on the new way of working.

- Holly commented that once staff got to campus on Friday, they found west campus lots and garages not cleared and conditions impassable. Bob commented that west campus and garages is the purview of CampusParc who hires outside contractors to clear those areas. Bob stated that Landscape services goal is to clear paths in all directions but not every sidewalk on campus. Focus of the beginning of clean up was on the medical center, then turned to campus.

- Holly asked Raegan if an employee is told to go in but it is a dangerous situation, can they be penalized? Raegan replied that the starting point is an open discussion between the supervisor and employee. If there is no mutual understanding but the employee is unable to come in, the employee should reach out to HR partners to discuss the situation.

- Drew Miller asked who clears the Ackerman Road parking lot. Bob replied CampusParc. Drew commented that he got stuck coming in and out and there were no parking spots cleared. CampusParc then tried to give parking tickets to cars not in spots. Bob commented that he would bring this up with CampusParc.

- Courtney Gandy was told that she had to come to campus on Friday to open her building even though she is non-essential and standby. She found the city and campus unprepared for travel. Courtney also commented that staff is missing from the language of the disaster policy. Even though we are an institution of higher learning, Ohio State is a huge employer. Staff feel frustrated and disappointed by a pattern of decision-making that leaves staff out of decisions. Raegan commented that she would be happy to talk with Courtney after this experience. Raegan asked if there has been a chance to
debrief after the experience with her manager to see if there could be a different decision during the next event.

- Steven asked if there could be representation of staff on the decision-making group.
- Unaddressed questions from the meeting chat:
  - Elizabeth H. asked why Columbus State was closed but OSU wasn’t?
  - Elizabeth also commented that she believes OSU (the college) has gained immense abilities due to Covid that were not actively implemented prior to 2019 for remote education. That makes for a difficult comparison in decisions to years past. Part of our discussion prior to today’s call is prioritization of WHO should be on campus to “open offices.”
  - Tracey Boggs commented that perhaps there can be a refresh of an essential/non-essential listing of departments and then communications can be addressed accordingly, and people know where they fall.
  - Sherri Hall asked for an example of a non-essential position.
  - Sherri also asked Bob how often has the decision been different than the recommendation during his tenure? Bob’s response: I do not recall this ever occurring. It may have, years ago, but nothing is coming to mind.
  - Sherri asked how does University policy factor in the emergency level where the employee lives (Level 3) vs where they work (Level 1)?
  - Elizabeth Hosket added that as a MedCenter employee, my badge allows me to be on roads on level 3. What about OSU staff BuckIDs?
  - Ana Casado asked if something had happened to Courtney on her way to work, who would have been held responsible?
  - Sloane Trusso added that her car has been stuck on campus since Thursday. Are there any accountability measures for campus parc to adequately clear lots, salt, etc.? What is the university’s role in putting pressure on this company we partner with? Bob’s response: We absolutely hold CampusParc accountable. If there are specific issues, please email them to me with location/dates/details/etc and I can get these to our Concessions Manager/CP liaison (Beth Snoke in TTM)

Executive Position Overviews (9:30-9:55) – Executive Committee

- Election timeline
  - 2/15 Nominations open
  - 2/26 Nominations due
  - 3/01 Nominees notified
  - 3/29 Platform statements due
  - 3/31 Election packets emailed to USAC
  - 4/13 Elections held
- Steven is seeking two 3rd year members to serve as the Election Task Force.
- Each Chair-elect candidate will be given up to 10 minutes to deliver a platform statement followed by questions from the committee
- Each Vice Chair candidate will be given up to 5 minutes to deliver a platform statement followed by questions
• Election will occur by secret (de-identified) ballot via Qualtrics
• A candidate must receive over 50% of the vote to gain election
  o If no one receives 50%, there will be a run-off election of the candidates that have received the most votes.
• A résumé or vitae providing information about experience on campus, past committee, and task force service at Ohio State (including USAC committees), and an indication of skills, etc.
• A platform statement (not longer than 300 words) for standing for office (e.g., why you want to be an officer and/or anything else you would like to share with USAC.)
• Acknowledgement that you have carefully considered the time commitments the proposed office would require, and that your present supervisor agrees that accommodations can be made to permit the nominee to perform the duties of that office.
• Supervisor Approval form can be found on Box in Election Task Force folder
• Duties of Chair
  o Presides at all regular, special, and executive meetings
  o Spokesperson for USAC in official matters
  o Responsible for oversight of committee budget and expenditures
  o Ex-officio member of all subcommittees and taskforces
• Time Commitments of Chair
  o Business & Executive Meetings
  o Special Interest Meetings
  o Leadership searches
  o Email communication
  o Administrative Duties
• Benefits of Chair
  o Stipend
  o Invitations to special events, like bowl games
• Duties of Chair-Elect
  o Act in place of Chair when absent
  o Acts as liaison between subcommittees and USAC ambassadors
  o Schedules meetings with SVPs, et al
  o Chair of New Member Task Force
  o Reviews communications from committee
  o Support role of Chair as needed
• Time Commitments of Chair-Elect
  o USAC Business Meetings
  o USAC Executive Meetings
  o Meeting with Chair
  o Administrative Duties
  o Email Communication
  o New Member Task Force
  o New Member Orientation
  o Planning and 1:1 meetings
• University meetings, ex: Board of Trustees, University Senate Steering Committee, Parking Advisory Committee, etc.

• Duties of Secretary/Treasurer
  o Prepares and distributes agenda for full business and executive committee meetings
  o Records and distributes meeting minutes for full business and executive meetings
  o Maintains and monitors USAC budget in collaboration with OHR Finance Director
  o Submits requests for expenditures to Chair for approval
  o Processes all fiscal transactions on behalf of USAC utilizing university financial systems
  o Acts in place of Chair if both Chair and Chair-Elect are absent

• Time Commitments of Secretary/Treasurer
  o Business Meetings
  o Executive Meetings
  o Agenda Preparation
  o Minutes Preparation
  o Email and Administrative tasks
  o Budget preparation and monitoring
  o Fiscal transactions

• Duties of Vice Chair – Communication
  o Responsible for USAC messages to staff
  o Ensures materials adhere to Ohio State Brand Guidelines
  o Event coverage: photo’s, social, etc..
  o Updates to website content
  o Responsible for new member packets
  o Supervisor letters
  o Coordinates technology needs and with O&E and S/T for ordering branded materials

• Time Commitments of Vice Chair – Communication
  o Business Meetings
  o Executive Meetings
  o Senior Communications and Marketing Council
  o Marketing materials: events, committee
  o Crafting content for website, newsletters, social
    ▪ WordPress website
    ▪ Social media: Facebook, Twitter, and LinkedIn
    ▪ Newsletter: Constant Contact
  o Coordinate with university communication leaders
  o Quarterly review of website
  o Bi-weekly touch bases with subcommittees and task forces
  o Email and administrative tasks

Biology Break (9:55-10:00)
Inclusive Excellence Self-Evaluation Questions Discussion (10:00-10:30) – IE Subcommittee

- Due to time constraints, this discussion will be rescheduled for a later business meeting.

Items for Group Discussion

Adjournment 10:32 a.m.