UNIVERSITY STAFF ADVISORY COMMITTEE

Business Meeting
Minutes
March 23, 2022
Microsoft Teams
8:30 - 10:30 a.m.

In Attendance:
Steven Loborec, Laurel Van Dromme, Debbie Pond, Emily Kelley, Faith Kline, Stacey Houser, Kynthia Droesch, Sherri Hall, Trisha Ritter, Jennifer Elliott, Courtney Gandy, Tina Bogac, Patrick Weeks, Elizabeth Hosket, Drew Miller, AmyJo Baughman, Shelby Dawkins, Casey Henceroth, Jason Homan, Allison Jones, Margaret Nevrekar.

Call to Order 8:32
Adoption of the Agenda
Approval of the Previous Meetings’ Minutes March 9, 2022

Executive Committee Reports
Chair:
• Meeting yesterday with JR Blackburn from the President’s Office
  o JR sits on the President’s Cabinet. Winter Recess Permanence will be moving forward. Starting with Jeff and then he will bring it to the cabinet. Winter Recess is a competitive imperative to keep Ohio State in line with other companies already offering a winter break. The vote on Winter Recess may take place at the May Board of Trustees meeting.
    ▪ Sherri Hall asked if there was discussion about how this might be equalized for WMC? Steven replied that the recommendation put forth will be for all employees, both university and WMC.
  o Also discussed mental health in the sick leave policy. JR formerly worked at Ohio University and shared that their leave policies are more progressive than Ohio State. JR is a big advocate of adding mental health to the leave policy.
• Yesterday was the deadline for employees to sign their Career Roadmap DocuSign document. 80% of staff signed that they agree with their mapping.
  o Elizabeth Hosket asked if the Career Roadmap team is trying to simplify the form. Steven responded that he has not heard that, but that the form was created prior to Jeff Risinger’s arrival and Jeff strives for simplicity.
• One University Health & Wellness Council – Now co-chaired by Jeff Risinger and Bern Melnyk. The discussion was around mental health in the leave policy. Jeff stated that this is a managerial change that doesn’t require approval from the Board of Trustees.
• Conducted interviews for the CEO for WMC. Finalists have been identified. Next steps will include one-on-one time with President Johnson. The goal is still for a July start date.

Chair Elect:
• New Member Task Force – Application review committee scored applicants. Interview committee will interview all 15 applicants. Interviews will be next Tuesday and Wednesday. The slate for approval will be presented at the next
USAC business meeting on April 13th. The names will then go to the President’s Office for final approval.

- Holly Davis volunteered to take on responsibility of creating an all-staff survey.
- Working to simplify the USAC Advocacy scorecard to better track the advocacy work that USAC is doing. It will help us keep leaders accountable for what they tell us they will do in our discussions.
- Parking Advisory Committee is looking to move some staff to different garages. For example, some staff parking in the 9th Avenue garage will now be in 11th Avenue garage.
- JR Blackburn will attend a business meeting in May. Dr. Cheryl Lee will not be able to attend a meeting due to being in surgery every Wednesday morning.
- April 27th will be a hybrid meeting. In-person venue will be University Square North at 14th E. 15th Ave. Details to follow.

Communications:
- First meeting with University Marketing concerning the new USAC website will be today.
- The next newsletter will be April 1st. Please send news items to Debbie. We will be including a message about the vacation use service date change due to Workday. Tina Bogac suggested we also include a message that we accrue vacation time differently now.

Secretary/Treasurer:
- Finalizing details for the recognition breakfast.

Subcommittee Reports

Inclusive Excellence (IE):
- Staff Career Development Grants – There were 47 recipients of grants this cycle. About $50,000 granted.

Governance:
- Please fill out the demographic survey. The survey was also sent to new member applicants. Data will be compiled after new members are selected.

Outreach & Engagement (O&E):
- Working on annual report section.
- Identifying next steps for Flex Work Tool kit.

Staff Affairs (SA):
- Sent annual report section to executive team.

Task Forces

USAC Election:
- Nominees have been informed and have either accepted or rejected the nominations.
- Chair-Elect: 2 nominees; Secretary/Treasurer: 1 nominee; Communications: 1 nominee
- Election packets will go out to the full committee on 3/31
- Platform statements and voting will be on April 13th via Qualtrics survey.
- Winner must receive 50% of the vote. If no candidate receives 50% of the votes, there will be a run-off election.

Communications
- Members from all subcommittees have been selected. First meeting with Marketing will be today.
**Items for Informational Purposes**

**IE Self-Evaluation Questions Discussion** – Steven, Laurel & IE Subcommittee (9:15-10:00)

- How does our subcommittee’s understanding of inclusive excellence translate to our outreach or marketing of programs?
  - Shelby Dawkins rephrased this as: Do you look at accessibility and diversity when developing your programs, policies, events, etc.?
  - Steven commented regarding our Career Roadmap townhalls – there were three white men on the panel, Steven, Jeff Risinger, and Rob Prisbey. Viewers who aren’t white males might feel like their perspectives aren’t being heard.
  - Shelby commented that we tried to make sure we asked questions submitted from all staff perspectives. Steven commented that there are so many aspects of D&I. If you know you are lacking in one element, how can you make up for it in the other elements? Anonymous questions, submitting questions in real time, etc.
  - Steven commented that we add photos of members to the USAC website so staff can see what group looks like from a physical standpoint.
  - Tina Bogac commented that we could be better at marketing our initiatives. We only market digitally, but we have a lot of frontline staff that don’t work in front of a computer. Can we post physical advertisements in common areas?
    - Steven asked how messages in A&P communicated to populations that don’t have access to computers? Tina responded that it is usually flyers in areas where these employees congregate. More timely updates are shared through managers at daily meetings.
    - Debbie Pond added that there are staff in the hospital that are in a similar situation and are not in front of a computer.
    - Steven commented that we need to hold ourselves accountable to create the flyers and then disseminate to the right people. We need a physical and digital strategy for flyers.
    - Kynthia Droesch added that we could use digital boards in some units too. Tina commented that A&P uses them as well and they are in shop areas and managed by the A&P Communications department.
  - Steven also commented that Staff in the Spotlight questions allow winners to share what is important to them and personal aspects of themselves. Diverse group of winners has been chosen so far.
  - Sherri Hall asked is it inappropriate to reach out to union reps to communicate USAC programs that affect all staff? Steven responded that there was a legal issue surrounding unions in the 1990’s. A union sued the university because of USAC’s existence. USAC and the unions have been separated since that event.

- What groups are overrepresented in our events or regular programs? What groups are underrepresented?
  - Shelby commented that overall we are still strongly white. More male faculty, but female staff. RAISE faculty initiative should help change that. Physically differently abled people don’t seem to be attending our events. Bargaining units are typically more diverse and those staff are working during our events.
    - Laurel commented that we reached back out to the provost to join our meeting to discuss RAISE.
    - Laurel also commented that we should be asking marketing to help with accessibility of any of our digital or printed communications. Debbie commented that there are new ADA guidelines for PDFs that we can use to make our flyers accessible.
Tina asked if USAC is intended to advocate for student employees? Steven responded that USAC’s charge is to advocate for staff who are benefits-eligible.

- How does each of our subcommittee projects help to pursue equity?
  - Steven commented that mental health in the leave policy is a good example of this. Right now, this is basically up to the supervisor to allow sick leave to be used for mental health. Once stated in writing, everyone can take this time regardless of the supervisor’s opinion of mental health leave.
  - Kynthia commented that Staff Affairs started thinking about why people are leaving their positions by looking at exit interview data. Is there data that shows people are leaving because they aren’t being treated equitably? Is the rate of people leaving higher in underrepresented groups? Shelby commented that there is demographic data in Workday. Laurel commented that Amy Burgess said A&P is holding retention, or “stay,” interviews during the first year of employment for new employees. Tina commented that she has not heard of this practice happening in A&P. Kynthia commented that she would love to see an offboarding process university wide. Steven added that there is functionality in Workday to send an exit questionnaire, but it hasn’t been turned on yet. Steven will follow up with Jeff Risinger to see if this can be used.
  - Courtney Gandy asked about the possibility of Senate forming a task force on harassment and bullying. It would be helpful to have employees of color talk to this task force. Alex Thomas, Staff Senator, will be at the April 27th USAC business meeting to discuss this task force. Debbie will add this meeting topic to the USAC newsletter and create flyers.

**Subcommittee Work Time (10:00-10:30)**

**Items for Group Discussion**

**Adjournment** 10:30 a.m.