

Meeting Minutes

May 14, 2020, 10:00AM to Noon

Zoom

Discussion Items

COVID19 and Effects on SAC Budget

Dr. Tracy Kitchel

- Preliminary exercise of reducing budgets by 5%, no final decision
- \$15-20 million of higher education budget cut applies to OSU
- CFAES going into situation better than some other colleges
- Council needs to be able to justify spending; be thoughtful about how we spend money
 - Ice Cream Social & Road Trip most likely will not happen
 - Staff Appreciation Luncheon - Events that involve gathering and food – cancel or postpone until spring, partner with FAC & Dean's Office
 - Staff Appreciation Gift - think about logistics, something helpful/thoughtful during COVID?
 - Devise plan now to propose spending plan after July 1
- Staff Recognition & Awards
 - If we do not recognize our people, it will create a negative environment to work
 - Move forward with recognition and awards
 - Carryforward was earmarked to increase award amount
 - Gift Important this year because it hits everyone
 - Think about how we can expand awards given by SAC (one for each campus)
- Professional development - units asked to be thoughtful about spending money on PD
 - SAC could host virtual Happy Hour, Town Hall, or road trip
 -
- Hiring pause – take time between now and July 1 to consider if necessary, to hire position, approval required by 7-10 people
- Kay Wolf must sign off on all faculty, staff & student positions
- Tracy, Brandi & Nicole review position, then sent to Dean for approval
- Do not listen to what other universities are doing, individuals appointed to University Transition Task Forces, plan to share information in mid- June about fall

CFAES COVID-19 Transition Team

- Three Transition Team Subcommittees
 1. *Work/Life/HR Sub-Committee (Misty Harmon & Dr. Kitchel - Sub-Committee Co-Chairs)*
 2. *Academics*
 3. *Operations (includes Research & Extension)*
- Office of Human Resources also has group of task forces
- Some faculty and staff returning to work through research and extension exemptions related to Governor's



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

- Be cognizant of potential layoffs and how it looks sending gifts and parties, change plan
 - Layoffs last resort
- Feedback for Work/Life/HR Sub-Committee
 - Thank you, Desiree, for creating an email requesting feedback
 - Most feedback related to returning to work related to Extension
 - Shared buildings, keeping facilities clean, communal spaces,
 - Transition team wants everyone returning to work to feel comfortable
 - Concerns similar, situations different
 - Expanded leave options
 - Goal: not force anyone to return when not comfortable
 - Send update to staff
 - Brandy help Marketing and Communications Task Force to update FAQ
 - Next Meeting: Thursday, May 21

CFAES Student Council Presentation for Future Collaboration

Mary Logue, CFAES Student Council Secretary

- Student Council is interested in collaborating with other councils to host events or service projects
- Similar struggles as SAC, not being able to host celebrations & events and transitioning back
- Will share ideas of task forces and road trip with student council

COVID-19 Staff FAQ Sheet Input

- Kudos to those who created the FAQ
- Plan to update soon
- Questions from SAC Members?
 - Address rumors regarding layoffs and pay cuts
 - College-wide communication - here's where we are and these are the things we are working on
 - Mental Health a priority
- Logistics of Extension Programming
 - When will we know when we can resume programming and what it will look like? (ie: number of participants, will youth be required to wear masks)

Task Forces

Communications & Marketing

- What is SAC Communication Focus?
 - Who is SAC? – created postcard to email to staff
 - SAC banners – tabletop banners describing Who is SAC and Task Forces
 - \$110 / banner to print with UniPrint
 - Use digital version on website/social media/emails but wait to print until we resume in-person events
 - Include hyperlink to website for each task force
 - HR print to include in onboarding materials for staff
 - Include Communications and Marketing Task Force on banner

Staff Recognition

- Award Planning - Fall 2020
 - Send out application with TDB for amounts and presentation date
 - Plan for same timing as last year
 - Lori Bowman, Anne Dorance and Tracy Kitchel – reviewing awards, consider offering one per (Columbus, Wooster, State-wide) and a top award, make budget proposal,
 - SAC awards as official staff awards
 - Subcommittee will develop a couple of options for staff awards and will present at next meeting
 - PD awards come from a development fund, not general fund, move forward with applications
 - Outstanding U
 - Communications task force – send out communication reminder about Outstanding U
 - Tracy will send communication to CFAES Leadership & Chairs
 - SAC members encouraged to make nominations

Staff Appreciation

- Annual Appreciation Gift
 - CFAES Face Mask (washable)
 - Geographically disbursed college but a small token to bring us all together
 - Will develop sending proposal
 - SAC Retreat
 - Not planning an in-person retreat
 - Opportunity to meet virtually to expand on the work that we started at the beginning of the year with Tracy

Professional Development & CFAES Road Trip

- Professional Development Opportunities for Staff During and After COVID
- CFAES Road Trip
 - Will explore options

Additional Items of Business

- Workday – postponed to January 3, Finance will go live the following week
 - User trainings being implemented in the coming months
- Career Roadmap being placed on hold temporarily
- Focusing on response to COVID

Appreciate all that staff across the college are doing. Continue to be the voice of the college.

Misty move to Adjourn. Second my Emily. Motion passed.