

CFAES Staff Advisory Council

Agenda

July 9, 2020 10:00am to noon

Zoom Meeting

Welcome and New Member Introduction

Eugene Braig, SENR

Budget and Previous Meeting Minutes Approval

- Joy moved to approve budget. Seconded by Misty. Motion passed
- Motion by Misty to approve minutes. Seconded by Meredith. Motion passed.

Dr. Tracy Kitchel

Associate Dean for Faculty and Staff Affairs, CFAES SAC Advisor

Administration Update

High Level Overview

- Chair of ACEL – Dr. Shannon W
- DEI – Dr. Patrice Dickerson
- Reminder: transition work happening at the university and college levels – coordinated by Graham Cochran
- Dept. Chairs & Unit Leads – asked to put together plan to transition back
 - Offices not expected to be manned 8 hours/ day, 5 days/ week
 - On-call plan if people not in office
 - Plans will be specific to units – Due by Friday, July 10
 - Considerations for those with medical conditions – accommodations will be approved by ADA
 - Do what you need to accomplish then leave, not in the office just to be there
 - Plan also include emergency shut-down
- CFAES only college with research exemptions due to Gov. orders, putting us ahead of the curve getting people back in place and asking questions that others have not thought about yet
- As a college we are working to move forward to address racial unrest; want people to feel that this is home to them and want to work for us. Please share opinions as to how we can make our college more equitable

General Meeting

Executive Committee Update

- CFAES Council of Councils Meeting - CFAES reflection and action on racial issues
 - Council of Councils Representatives: Sarah, Misty, Meredith, Kelly and Amanda
 - Consists of SAC, FAC, SGC, Student Council
 - Student Council – We want action, not just discussion
 - Reviewed questions to send communication to staff to collect input regarding how our college needs to address racial tensions; include Principles of Community



- QRC in campus buildings with anonymous reporting link
- COVID19 Return to Office Readiness Survey - Misty, Tracy
 - 30-35% Great concern; 30-35% not concerned; 25% in the middle
 - 95% response rate from college
 - Survey results informing process for re-populating campus
- HR Project(s) Update – Brandi
 - Workday – Basic user training will start in October; impact to employees is ability to access self-service; March – fiscal training
 - Will invite Workday Coordinators to Sept. meeting
 - Career Roadmap – delayed until June 2021; communication will be release to those whose titles were subject to change
 - Creating FAQ in partnership with Dean Kress and Dr. Kitchel

Task Force Updates

- Staff Appreciation
 - Unsure of budget implications, will schedule meeting to discuss options
 - Annual Staff Gift
 - Discussion regarding feelings toward providing masks as gift
 - OSU Faculty & Staff Appreciation Week July 27-31
 - SAC Staff Appreciation Video Proposal – Misty
 - Dean’s Office providing a “return to campus kit” – cloth masks, hand sanitizer for all employees
 - Staff Appreciation Luncheon - Canceled
- Staff Recognition
 - Professional Development Awards – will work with Marketing & Communications to send out application information
 - Lori Bowman, Anne Dorrance and Tracy Kitchel met to discuss college awards; want to look more broadly at college awards; make awards equitable; consider awarding 1 per campus (Wooster, Campus, State-wide)
 - Use Outstanding U award as a way of recognizing more people
- Marketing and Communications
 - Email communication promoting Outstanding U awards
 - Postcard/Communication introducing SAC representatives
 - Discussion about creating and sending a newsletter
- Professional Development
 - Racial Sensitivity training or Bystander training – Kirwin Institute
 - Diversity.edu – suggested by Dr. Dickerson

Wrap-Up / Reminders

- SAC Representative Involvement in Supporting Staff
 - Racial Justice
 - Health - COVID19
- If you hear rumors or have questions, please contact Tracy
- Will be accepting nominations for leadership positions – if interested, contact Misty
- Motion by Brandi to adjourn. Seconded by Meredith. Motion passed.

Next meeting: September 10, 2020