

Staff Advisory Council Meeting Notes

July 12, 2022

In Attendance:

- Emily Wickham
- Misty Harmon
- Godwin Apaliyah
- Ken Chamberlain
- Zak Ralston
- Brandi Gilbert-Hammett
- Terri Fisher
- Heather Bauder
- Cate Hunko
- Eugene Braig
- Bradford Sherman
- Morgan Dailey

Chair Report:

Kelly Royalty is on maternity leave. She welcomed a girl, Olivia Jade Royalty (Princess Peach), on May 18.

Emily mailed out all the welcome cards (around 60) we signed for the new staff that were hired in our college in April and May. She sent a sympathy card to the family of Duane Rigsby as well. Emily also receives a list of those who are retiring. She plans to send each Staff Advisory Council representative the list of new hires in our respective areas so we can send out a template email to them welcoming to the college.

The Staff Advisory Council Executive team was invited to the Ohio Ag Council Hall of Fame Breakfast during the Ohio State Fair.

Staff award nominations are open: <https://cfaesfacultyandstaff.osu.edu/awards-recognition/2022-2023-cfaes-award-nominations>. Please share this with your colleagues. Buckeyes for Charity will be happening again soon.

University Staff Advisory Council was not able to join us today.

Communications Director Report:

We added some new people to the CFAES SAC website and updated the staff recognition page to include the staff awards.

CFAES Updates – Dr. Tracy Kitchel:

1. **AMCP (Annual Merit Compensation Process)** – This is the process for raises connected to merit (how you did according to your annual performance review). Every year the university sets a percent for raises. This year it is 3%. Each department/unit head makes the decision for their unit as far as how much each person should receive. The university wants us to use close to the percent that is set. Not everyone gets a 3% raise. Some may use 2.75%. It will depend on variability of performance. We aren't in the same pool as faculty. This is designed to be a merit pool, not an equity pool.

We are working on a process for the equity pool. This could include winning a prestigious award that isn't connected with a cash prize or an opportunity for compensation.

You should be given supplemental compensation if you are doing additional duties for a period. Supervisors should look at how people are treated equitably. If someone picks up work, the supervisor should reach out to HR and HR can compensate. If it is long-term, the position description may need to be edited.

Never be afraid to ask to view your position description. If your supervisor changes, you want that documented.

2. Career Roadmap

This has been an emotionally difficult process for people and could have been handled a lot better at the university. We weren't ready for the transition. It brought unnecessary complications and wasn't necessarily employee centric.

Disconnect between position description and what is actually happening in the position.

Some position descriptions have been corrected. Some position descriptions weren't evaluated in 10 or so years. Some people didn't have position descriptions. You shouldn't be evaluated on imaginary criteria. Ask questions. Once everything gets switched over to Career Roadmap, we can make additional modifications.

Some of the mapping was described by the university and we couldn't make alterations. Under FLSA (Fair Labor Standards Act), administrative associates were moved to another classification.

Not a performance management tool

Career roadmap includes what you are expected to do in your job. If we start to see equity issues, we will need to address them.

Different classifications

Your position description is what you should be anchored to as it remains intact. You can see your summary description. That doesn't speak to your day-to-day tasks. It just

summarizes the group you are a part of. If there are edits needed for the position description that would change the function and subfunction, speak with your supervisor.

Sometimes there is flexibility to make changes. People will sometimes change jobs if they aren't being challenged, but you don't have to move jobs to be challenged. It's all relative to the job family you are associated with.

If you ever want to sit down with HR or Dr. Kitchel, feel free.

Staff Appreciation:

We are still looking at the umbrella as a staff appreciation gift. We need to see if we have the funding for it. It would be \$10,000+ to get the umbrellas. We might do t-shirts instead. Apparel is not often provided. Staff could opt-in to receive due to the tax implications. Appreciation gifts are given to staff members who have a regular, term position at 75% FTE or greater.

Staff Recognition:

Staff award nominations are open: <https://cfaesfacultyandstaff.osu.edu/awards-recognition/2022-2023-cfaes-award-nominations>. Submitted nominations will be sent to unit representatives to evaluate. You don't have to wait until the deadline to submit a nomination. You can submit at any time. If you want to be involved in judging, reach out to Misty.

Staff development award funding is dwindling.

OutStandingU is a way to acknowledge someone's work. Supervisors get a notification when it is submitted. November 30 is the deadline for submission.

Marketing and Communications:

We are looking at the possibility of migrating our web content to a page here: <https://cfaesfacultyandstaff.osu.edu/faculty-staff-resources>. If we do that, Faculty and Staff Affairs will update the content, but we need to figure out what the migration process would look like (if we would we lose information on our site, etc.).

We discussed possibly purchasing banners. Zak Ralston has our old signage.

Dean Kress:

We have strengthened faculty advisory council, launched the graduate student advisory committee, and strengthened undergraduate student council so it is better represented.

How do new staff members find out about staff advisory council? It might be helpful to have a staff onboarding checklist that we can give them that mentions a few highlights about our college, including staff advisory council.

What can we formalize in the college that conveys the value we have in staff to make sure everybody is recognized? What else can we be doing? We want to do as much as we can to make their work enjoyable.

We are working with the TIU heads to try to make more recognition available for staff. They tend to think that AMCP is the only thing they have available to them. They need to invest in those too. We are encouraging heads to be supportive of professional development. Are there areas we aren't seeing nominations for? Do you have someone thinking about awards in your areas?

In the last five years, we focused on policies that were outdated and inefficiencies. We are done with that. Now, we have momentum. We will be building on enrollment momentum further. We are interested in talking about each of the campuses and their unique identities and look to solidify the identity at Wooster. We hope in the next couple of years that Waterman continues to grow. The Controlled Environment Food Production Research Complex (CEFPRC) will open in September. We will be starting on the Multispecies Animal Learning Center soon. The educational components will bring a lot of people here. We are building partnerships with Nationwide, Apple, Voyager, and NASA. We launched the pathways program at Wilberforce University and developed a 2+2 program with them. We also have partnerships with Central State, the University of Rio Grande, and Wilmington College. We are working with community colleges throughout the state as well.

How do we build back as the cornerstone college? We have built back relationships with the College of Medicine, the College of Engineering, and the College of Arts and Sciences.

The college is in a great position fiscally. We are excited to see what will happen. We have great opportunities that we are poised to take advantage of.

There is something special in our college because of the community. Let me help you. What do you need? How can we do accomplish things and model and reach out to others? It's easy to pull back when stressed. Support each other.

New Business:

For future meetings, would you like them to be 100% in person or maybe half in person and half virtual? They were 100% virtual during the pandemic. What would you like in person meetings to look like? There is importance to being in person. The September meeting will take place in Piketon. We would like to continue to go around the state for our meetings and have a full day agenda for our in person meetings. Maybe opposite months we could have virtual meetings. Emily will be sending out a survey.