

EHE Staff Advisory Council
January 24, 2019

Meeting Notes

Meeting Attendees:

Don Pope-Davis, Dean
Amanda Crall, Academic Affairs
Melissa Ross, CETE
Christine Streeter, OIT
Kelly Boone, Crane Center for Early Childhood Research and Policy
Emily Martini, Human Sciences
Carrie McDonald, Educational Studies
Sean Thompson, Advancement
Jovanna Zanders, Teaching & Learning
Michael Dyer , Human Resources
Kathleen Lynch, Office of Educator Prep
Nicole Luthy, Office of Research, Innovation, and Collaboration
??? (sitting in for Sarah Wakefield), Service Center

Action Items/Responsible/Due Date:

1. Draft brief bio (Name, title, office, and one line) for SAC website and intro letter (All SAC members, due: 2/7/19)
2. Ideas for introductory letter (All SAC members, due: 2/7/19)
3. Reserve meeting space (Nicole; completed)
4. Information about other staff advisory councils (Amanda Crall, completed; see attached spreadsheet and meeting notes under "Other Items" for additional information)

Upcoming Meeting Dates/Locations/Times

February 7	Arps 133	2:00-4:00 pm
February 22	Arps 110	2:00-4:00 pm
March 7	Arps 133	2:00-4:00 pm
March 21	Arps 110	2:00-4:00 pm

Upcoming Agenda Items

- Discuss purpose, responsibilities, and guidelines of the SAC
- Proposal template for collecting input and ideas from EHE staff
- Demo of Office 365 (Christine Streeter)

Meeting Discussion and Notes

- Charge from Dean Pope-Davis
 - SAC is to be student-centered, focus efforts on making sure students' experiences in EHE are good ones
 - SAC is to be solution-oriented
 - Consider how the group will operate (e.g., length of terms, communication with colleagues)
 - Dean will only attend meetings when invited by the group

- Process
 - SAC Meetings
 - Meet every other week for February and March, then shift to monthly meetings
 - Meeting time will be 2:00-4:00 pm
 - No alternates; each member responsible for checking box/portal for notes and action items
 - Note taker: Jovanna Zanders, T&L
 - Organize large group meetings (all staff) quarterly (proposed); try to coordinate with other all college gatherings for the sake of efficiency. May also convene all staff for special events
 - Ideas for engaging staff in work of SAC: 1) invite individuals to attend meetings in order to share proposals; 2) council members may share ideas from their departments with SAC; 3) solicit ideas and input through surveys; 4) provide outreach by participating in unit events and meetings

 - Communication
 - Representation on the SAC. Two ideas proposed: 1) each member represents the office where they work; 2) each member represents different office in order to facilitate better interdepartmental communication

- Topics & Issues
 - Making connections and collaborating across various offices, centers, and departments
 - Meeting needs of vulnerable students
 - Expanding the student food bank
 - Improving climate and culture of college
 - Enhancing professional development opportunities for staff
 - Improving our use of data

- Introductory email to colleagues
 - Begin discussion of ideas for introductory email to all staff at next meeting
 - Email should share list of council members and describe purpose and process; also serve as invitation to staff members to participate in SAC's work

Other Items

- Amanda Crall created a spreadsheet (see attachment) comparing several staff advisory councils across campus. These ideas will help us to consider the structure and operation of our council.
- Email from Amanda regarding previous efforts to launch an EHE SAC
 - Emily Martini had mentioned that there was an attempt to start a Staff Advisory Council in EHE back in 13-14, so he (Andrew Jordan) sent me a link to the draft the original group had developed in case we wanted to use this as a starting point: <http://static.ehe.osu.edu/downloads//human-resources/sac-bylaws.pdf>. Andrew also said that he can share with us an extensive list of contacts for local staff advisory committees across campus if we want to reach out to them to discuss best practices, lessons learned, etc. Maybe we could invite some of the Chairs to one of our future meetings.
- Mike Dyer is leaving OSU, and Jennifer Lagnese will be taking his place on the SAC. Jennifer is the HR Generalist for the Schoenbaum Family Center and Crane Center.