

## THE OHIO STATE UNIVERSITY

ehe.osu.edu

EHE Staff Advisory Council Thursday, February 21, 2019 2:00-4:00pm 110 Arps Hall

Meeting Minutes

## Present:

Melissa Ross, CETE Christine Streeter, OIT Emily Martini, Human Sciences Carrie McDonald, Educational Studies Sean Thompson, Advancement Jovanna Zanders, Teaching & Learning (EHE SAC Secretary) Jennifer Lagnese, Human Resources Kathleen Lynch, Office of Educator Prep / Teaching & Learning Nicole Luthy, Office of Research, Innovation, and Collaboration (EHE SAC Chair) Sarah Wakefield, Service Center Michael Moses, Office of Research

## Absent:

Amanda Crall, Academic Affairs Kelly Boone, Crane Center for Early Childhood Research and Policy

Decisions/Actions	Person(s) Responsible	Completion Date
1. Reading and Approval of Minutes		



a. EHE SAC Minutes from January 29, 2019: Minutes approved.	EHE SAC	2/21/2019
2. Discussions Items and Updates		
<ul> <li>a. Demo of Office 365; review functionality and features for managing SAC related work <ul> <li>Christine Streeter presented Office 365 and noted the compatibility with other 365 services i.e. OneNote, OneDrive, Calendar, Planner, Yammer, etc.</li> <li>→ Office 365 can function as a distribution list. If a member sends an email message to the group, the message will be accessible to everyone in the group. New members to the group account will have access to old correspondence and information.</li> <li>→ Unlike Buckeye Box, assigning group "owners" is unnecessary since the group account will stay active when SAC members leave the group/university.</li> <li>→ If/when an event is created in Calendar, everyone in the group will receive an email notification.</li> <li>→ EHE SAC meeting minutes and staff bios will be stored and managed in OneNote. OneNote will also serve as a place to jot down ideas for the group.</li> <li>→ To-do lists / tasks will be managed in Planner.</li> </ul></li></ul>	Christine Streeter	2/21/2019
ACTION ITEM: EHE SAC approved Office 365 as the group repository for the next 3 months. Office 365 will be used primarily for the calendar and email communication within the group. If there are any issues, other electronic tools will be employed to store and distribute information. The EHE Faculty/Staff Portal and in-person meetings will be the primary venues to communicate to the College at-large.	EHE SAC	2/21/2019
<u>ACTION ITEM</u> : An Office 365 group account will be set up for EHE SAC. Meeting minutes and agendas will be added to the group folder. Office 365 will show up in the "groups" folder in Outlook. A short-cut to install the Office 365 app can be found on any EHE desktop computer, "EHE Apps". The name of our Office 365 group will be "EHE-SAC".	Christine Streeter	In progress
b. Purpose, responsibilities, and guidelines for SAC		
<ul> <li><u>Review 2013 draft of EHE Bylaws of the Staff Advisory Council</u> – EHE SAC will uphold the EHE Bylaws with the following amendments:</li> <li>→ Exclusions:         <ul> <li>Strike all wording pertaining to eligibility and Article III, Section 2.</li> </ul> </li> </ul>	EHE SAC	2/21/2019

## The Ohio State University

•	Strike all wording pertaining to subcommittees and Article III, Section 5. EHE SAC will establish working groups or affinity groups to work on specific events or tasks.		
	Strike all wording pertaining to staff appreciation and engagement, professional development, and Article V, Section 5. Strike Article VI.		
-	Suike Alucie VI.		
→ Revisi			
•	<u>Mission Statement</u> : The EHE SAC mission must be student centric and should include how staff can contribute to the core work of the College. EHE SAC also serves as a vehicle for staff to present ideas to the dean and EHE leadership.	EHE SAC	In progress
	Suggested Mission Statement (DRAFT):		
	The mission of the College of Education and Human Ecology (EHE) Staff		
	Advisory Council is to provide a communication and support network for		
	staff, and to provide leadership in advancing the college mission through		
	supporting the faculty, staff, and students of the college.		
	The new mission statement will be crafted to align with the College mission.		
	Discussion tabled until a copy of the current EHE mission statement is	Nicole Luthy	In progress
	received.		
	Membership: EHE SAC membership is capped at 12. Current members will		
-	remain together for 2 years. After 2 years, some members will roll off and		
	some members will continue on for a 3 year. New memberships will start on	EHE SAC EHE Dean	In progress
	July 1 to align with the academic year. The dean will send a notice to new		
	members and their respective supervisors. July – August will be set aside		
	to orient new members.		
•	Nomination process - On an annual basis, a general call for nominations		
	will be distributed by EHE SAC to the staff at-large. EHE SAC will review		

	the nominations and send the names of the finalists to the dean for final	EHE SAC	
	approval. The nomination process will be conducted entirely online – Qualtrics.		
•	<u>Vacancies</u> – A statement will be added to the call specifying that EHE SAC seeks diverse candidates from across the college. *Nominees will be asked if they are willing and able to serve on the committee before names are provided to the dean.	EHE SAC	
	<ul> <li><u>Officers</u> – EHE SAC will maintain the chair, co-chair, and secretary roles and their respective position descriptions. Officers will serve 1 year terms. The dean will appoint the chair. The co-chair and secretary will be elected by EHE SAC members.</li> <li>Chair – Nicole Luthy</li> <li>Co-Chair – TBD</li> <li>Secretary – Jo'Vanna Zanders</li> </ul>	EHE SAC EHE Dean	
	ACTION ITEM: Distribute a Qualtrics survey to the EHE SAC members to elect a co-chair.	EHE SAC	In progress
•	Representation		
	<u>ACTION ITEM</u> : Connect with the dean regarding EHE SAC representation on the Executive Council and/or including EHE SAC updates on Executive Council meeting agendas.	Nicole Luthy	In progress
•	<u>Meetings</u> - EHE SAC will meet once a month for 2 hours. Voting will take place in person or by email.	EHE SAC	



<ul> <li>c. Introduction email to all staff         <ul> <li>Ideas for email – Hold email documents currently in progress (bylaws, bios, etc.). EHE SAC will test the Office 365 group by co-composing the intro email.</li> <li>Email to staff should:                 <ul> <li>Point staff to the EHE SAC webpage, which will contain bylaws, contact information, meeting schedule, and information about the chair, co-chair, and secretary.</li> <li>Provide information about how to communicate with EHE SAC.</li> <li>Outline the process for requesting time on EHE SAC meeting agendas.</li> </ul> </li> </ul> </li> </ul>	EHE SAC	In progress
3. New/Other Items		
f. Other items		
<u>ACTION ITEM</u> : Connect with the Silos Affinity Group and read their report to see if ideas from their work have implications for EHE SAC.	EHE SAC	In progress
ACTION ITEM: Post an announcement in EHE News (EHE Insider) with a link to the webpage.	EHE SAC	In progress