



**EHE Staff Advisory Council**

Thursday, March 7, 2019

2:00-4:00pm

133 Arps Hall

*Meeting Minutes*

**Present:**

Kelly Boone, Crane Center for Early Childhood Research and Policy

Amanda Crall, Academic Affairs

Carrie McDonald, Educational Studies

Jennifer Lagnese, Human Resources

Nicole Luthy, Office of Research, Innovation, and Collaboration (EHE SAC Chair)

Kathleen Lynch, Office of Educator Prep / Teaching & Learning

Michael Moses, Office of Research

Melissa Ross, CETE

Christine Streeter, OIT

Sean Thompson, Advancement

Sarah Wakefield, Service Center

Jovanna Zanders, Teaching & Learning (EHE SAC Secretary)

**Absent:**

Emily Martini, Human Sciences

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



<b>A. EHE SAC Minutes from February 21, 2019:</b> Minutes approved.	EHE SAC	3/7/2019
2. <i>Discussions Items and Updates</i>		
<b>A. Office 365</b> <ul style="list-style-type: none"><li>• Some SAC members experienced access issues with Office 365, however, SAC will continue to use the system for the next month.</li></ul> <b>B. Revised Bylaws (available in the EHE SAC files)</b> <ul style="list-style-type: none"><li>• <b>Updates:</b><ul style="list-style-type: none"><li>○ <u>Representation</u>: EHE SAC will maintain representation from across the College, however representatives from every unit within the College is not required.</li><li>○ <u>Elections</u>: EHE SAC is responsible for reviewing the applicant pool and determining final candidates. The names of the final candidates will be submitted to the dean for final approval.</li><li>○ <u>Mission Statement</u>: The EHE SAC mission statement will be crafted to align with EHE's core values:<ul style="list-style-type: none"><li>▪ Excellence</li><li>▪ Integrity</li><li>▪ Diversity, equity and inclusion</li><li>▪ Innovation</li><li>▪ Internationalization</li></ul></li><li>○ <u>Membership</u>: All terms will begin on July 1. In June 2020, some of the current members will stepdown while others will be elected for another 2-year term. Officers serve 1-year terms.<ul style="list-style-type: none"><li>▪ <b>Eligibility</b>: To be considered for membership on EHE SAC, applicants must have 1 year of employment at Ohio State, be willing to comply with SAC time commitments, and exude professionalism.</li></ul></li></ul></li></ul>	EHE SAC	In progress



- **Nominations:** EHE SAC will issue a call for nominations annually. The call will solicit nominations from staff within the College as well as exiting SAC members.
  - **Call for Nominations and Application Process:** The call will be distributed to EHE staff in February. EHE SAC will review applications, select top candidates, and send a ballot to EHE staff in March. Once the ballot closes, the list of final candidates will be submitted to the dean for final approval. The ballot distributed to staff will serve as an endorsement for the candidates only.



**A. EHE Staff Engagement**

- SAC Portal – Meeting notes and the schedule will be added to the EHE Portal.
- Requests for EHE SAC agendas – A link will be added to the EHE Portal for staff to request or submit items for EHE SAC agendas.
- All Staff Meeting – An all staff meeting will be held 1-2 times per year in coordination with other EHE college events.
- Annual Survey – An annual survey will be distributed to staff to collect data on work that we need to do, areas of improvement, tasks that we are doing well, etc.
- Co-Chair Election – EHE SAC members have 1 week to submit nominations for the co-chair position to the SAC chair. **Deadline:** Friday, March 15<sup>th</sup>. Voting will be conducted by way of electronic ballot (Qualtrics). Once SAC elects a person to serve as co-chair, the decision will be run by the dean for approval. The co-chair will take over the chair role on July 1, 2020.

ACTION ITEM: Meet with OIT to set up EHE SAC information on the EHE Portal.

ACTION ITEM: Post EHE culture survey results in EHE SAC files.

ACTION ITEM: Collect annual surveys from other institutions.

OIT	TBD
OIT	TBD
EHE SAC	TBD
EHE SAC	TBD
EHE SAC / Dean Pope-Davis	In progress
Nicole Luthy / Darren Parsons	In progress
Amanda Crall	In progress
Christine Streeter	In progress
	In progress



<p><a href="#">ACTION ITEM</a>: Reach out to USAC for the USAC annual survey.</p>	Sarah Wakefield	
<p>3. <i>New/Other Items</i></p>		
<p><b>A. Meeting Times</b></p> <ul style="list-style-type: none"><li>The next EHE SAC meeting will be held on Thursday, March 21, 2019 from 2:00-4:00 in 110 Arps Hall. Commencing in April, EHE SAC will meet once a month on the third Thursday. The April 18<sup>th</sup> meeting will be held at CCEC. Meeting locations will rotate.</li></ul> <p><a href="#">ACTION ITEM</a>: Add EHE SAC meeting location sign-up to the group calendar.</p>	Christine Streeter	In progress