MISSION STATEMENT

The mission of the College of Arts and Sciences (ASC) Staff Advisory Council is to act on behalf of all College of Arts and Sciences staff in bringing matters of collective interest to the attention of the Executive Dean. Specifically, the council seeks to foster communication between staff and administrators; promote a positive and innovative work environment; ensure staff development, and recognize the needs and interests of the staff as they relate to the missions of the College of Arts and Sciences and The Ohio State University.

The Staff Advisory Council values diversity in people and perspectives and is committed to advancing inclusion and equity internally and for staff throughout the college in collaboration with key university stakeholders.

LEADERSHIP

Five members of the Arts and Sciences Staff Advisory Council will serve as administrators for the council: two co-chairs, one secretary, one treasurer, and one communications officer. Each officer serves a one-year term beginning in July and running through the following June.

YOUR 2018-2019 SAC LEADERSHIP

Shannon Hand, Member
Clinic Office Manager, Ohio State Speech-Language-Hearing Clinic

Jessi Jones, Co-Chair
Assistant Director of Stewardship, Office of Advancement

Adam Keller, Treasurer
Administrative Manager, Departments of French & Italian; Spanish & Portuguese; and the Center for Languages, Literatures and Cultures

Jackie Lipphardt, Member
Chair & Vice Chair Assistant, Newman-Wolfrom Laboratory, Department of Chemistry and Biochemistry

Dr. Julia McGory, Co-Chair for AU18
Undergraduate Program Coordinator, Department of Linguistics

Christine Nguyen, Communications Officer
Academic Advisor, Honors Program

Dr. Cassie Patterson, Secretary
Assistant Director and Director of Folklore Archives, Center for Folklore Studies

Elizabeth Vu, Co-Chair for SP19
Academic Program Coordinator and Associated Faculty, Department of Comparative Studies
FOCUSBING ON ADVOCACY

In the first Advisory Council meeting of 2018-2019, the council discussed our mission and its alignment with our plans for the year. Staff Advisory Council members wanted to focus our resources on meaningful professional and personal development opportunities for staff as well as advocacy for the staff of the College of Arts and Sciences. We decided to prioritize maintenance and enhancement of the grants and awards programs, creation of a monthly brown bag series with a range of topics that would enrich staff work-life, inquiry into the design of a mentorship program and organization of a development conference for college staff.

The council furthered our advocacy for staff by determining to reconnect directly with senior leadership by including the executive dean and vice provost in all future meetings, along with the Chief Administrative Officer of the college. We also invited senior leadership and HR management to come to our meetings and to discuss college plans and initiatives that affect staff. These steps are only the beginning of a continued plan to make sure staff voices, concerns and needs are brought directly to administrative leadership in the college. We remain committed to responding to emerging circumstances as they arise as well. For example, we successfully lobbied the vice provost and search committee chair for inclusion of staff member representation on the search committee for the new ASC executive dean. We have also forged relationships with members of other colleges’ Staff Advisory Councils and the University Staff Advisory Council to represent the concerns of college staff to our colleagues across the university. We continue to regularly solicit feedback so that we can do our advocacy work for the staff of the college as effectively as possible.

BUDGET

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>$15,000</td>
<td>Arts and Sciences Staff Advisory Council annual operating budget</td>
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<tr>
<td>$11,400</td>
<td>Staff Professional Grant Budget</td>
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<tr>
<td></td>
<td>supplied directly by the College of Arts and Sciences</td>
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<tr>
<td>$6,000</td>
<td>Outstanding Staff Award Budget</td>
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<td>supplied directly by the College of Arts and Sciences</td>
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<td>$32,400</td>
<td><strong>Total combined SAC budget with direct college support</strong></td>
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- **Outstanding Staff Awards budget:** $6,000 (College) (6 recipients)
- **College of Arts and Sciences Empowerment Award Conference expenses:** $12,000 (SAC)
- **Staff Professional Grant budget:** $11,400 (College) (12 recipients)
- **Professional Development, Networking & Wellness Events:** $3,000 (SAC)
EVENTS & IMPACT

Total number of attendees for FY19 = 349+

2018-2019 BROWN BAGS:

July 2018: Professional Development/Career Path Panel
Attendees: 43

July 2018: Mentorship World Café
Attendees: 32

September 2018: ASC Staff Town Hall
Attendees: 55

January 2019: SAC Staff Grants/Recruitment
Attendees: 28

February 2019: REACH Training/ Suicide Prevention
Attendees: 34

March 2019: Equity, Inclusion and Leadership with Guest Speaker: Nicole Nieto
Attendees: 14

May 2019: Wellness talk and Yoga session ft. Dean and Chief Wellness Officer Bern Melnyk
Attendees: 23

APRIL 2019: STAFF DEVELOPMENT CONFERENCE
Attendees: 120+

This year, the Staff Advisory Council launched its first-ever staff development conference. In addition to our annual Staff Award Luncheon, this half-day conference in the Ohio Union included a fireside chat with Brenda Drake, a university resources panel and a keynote address from Daniel Juday. With over 120 people in attendance, it provided an opportunity for staff in the college to connect with one another and to spend some time considering the direction of their careers.

Each year, the Staff Advisory Council selects six Outstanding Staff Award recipients among dozens of award nominations for truly stellar staff in the college. These nominees are experts in their areas, leaders and innovators in their approaches, and exemplars in their creation of an environment of integrity, reliability, capability, creativity, authenticity and genuine care.
OUTSTANDING STAFF AWARDEES FOR 2019

Charlene Brenner
Charlene Brenner is the program coordinator at the STEAM Factory where she creates connections and partnerships among not only disparate parts of the university but also with diverse community groups in Columbus. Her nominators enthusiastically credit her with the success of the STEAM Factory’s outreach and education efforts.

Shannon Hand
Serving as the office manager for Ohio State’s Speech and Hearing Clinic for 20 years, Shannon Hand is described compassionate, enthusiastic and “detail-obsessed.” Shannon manages the bustling clinic with consistent, dependable skill and grace and is described as treating all patients, clinicians, preceptors and professors with patience and empathy, elevating the atmosphere of the entire unit.

Steve McCann
Steve McCann is the administrative manager for the Department of History, the Department of African American and African Studies, and the Melton Center for Jewish Studies. Nominators characterized Steve as a caring and dutiful leader in these units and a strong promoter of the history major and minor, creating new marketing for the program across campus and advocating for distance education.

MaryKatherine Ramsey
MaryKatherine Ramsey is an advisor in the Department of English. In addition to her role in English and disability studies, nominators made frequent mention of her advocacy — both for students and staff, a quality her nominators characterized as inspiring, innovative and tireless.

Dr. Joanna Spanos
Dr. Joanna Spanos is in her 15th year of service to Arts and Sciences as an senior academic advisor in the college’s Honors Program, serving primarily science-focused students. Her nominators remarked on her sense of humor, empathy and intelligence as well as her record of innovative program design and national scholarship.

Dr. Larysa Stepanova
Dr. Larysa Stepanova is the language program coordinator in the Department of Slavic and East European Languages and Cultures. Passionately committed to the success and growth of these language programs, her nominators described how her efforts have caused the programs to flourish, enrollments to rise and for the Russian Language program to gain national recognition.
STAFF GRANTS

Total amount requested for FY19: $15,603
(only includes figures for eligible applications)

Total amount awarded for FY19: $12,978
($11,400 supplied by the college; $1,578 supplied by ASC SAC operating budget)

Note:
Prior to summer 2019, the Staff Advisory Council provided up to $500 in funds for initiatives resulting in career enrichment for staff. The majority of these grants are used for attending or presenting at conferences which are often out of state. The total cost of these conferences are typically well over $1,500, so recipients of the grant often paid for the majority of fees out of pocket even with some support from their individual departments.

The applicant's department was required to provide a minimum of $100 in funds. For some, this became a deterrent to those who believed their department would not be willing to contribute.

After discussion among SAC, we requested that the maximum award be raised to $1,000 and that the departments be encouraged (but not required) to contribute funds. This was approved starting in summer 2019, and since this time, the number of applications has greatly increased.

SUMMER 2018
$1,500 total awarded (processed on FY19 budget)

Courtney Price ($500)
Arabidopsis Biological Resource Center

Brian Keller ($500)
ASC Technology Services

Joanna Spanos ($500)
ASC Advising Honors

AUTUMN 2018
1 eligible application; $500 in eligible requests; $500 given to 1 awardee

Allison Grandey ($500)
School of Music
SPRING 2019
12 eligible applications; $10,203 in eligible requests; $6,578 total given between 9 awardees

Christine Nguyen ($550)
Arts and Sciences Honors Program

Merijn van der Heijden ($650)
Urban Arts Space

Khanhuyen Tram ($1,000)
Molecular Genetics

Denise Allman ($653)
Arts and Sciences Advising/Honors

Peggy Link ($725)
Arts and Sciences Administration

Emily Taylor ($500)
Ohio State University Press

Genie Giamo ($1,000)
Center for the Study of Teaching and Writing

Kelley Maynard ($500)
ASC Business Services Center

Kunal Chatterjee ($1,000)
Department of Molecular Genetics

SUMMER 2019
6 eligible applications; $4,900 in eligible requests; $4,400 given between 5 awardees; $1,000 contribution from SAC

Shiva Raghuvanshi ($1,000)
Department of Molecular Genetics

Steven Blalock ($900)
Division of Social and Behavioral Sciences/ASC Scholars Program

James DeGrand ($500)
Department of Geography

Richard Henricksen ($1,000)
Department of Spanish and Portuguese

Larysa Stepanova ($1,000)
Department of Slavic and East European Languages and Cultures
Interested in joining the College of Arts and Sciences Staff Advisory Council?
Submit an application to go.osu.edu/apply2SAC