

# USAC Strategic Plan

*FY 2010 – FY 2012*

*(July 1, 2009 – June 30, 2012)*

## Mission Statement

The University Staff Advisory Committee (USAC) was formed in 1986 with a mission to serve as an advisory body to the university president by maintaining an active and participatory line of communication with the community; to provide a forum through which university staff can raise, discuss, and make recommendations; and to support the University's mission. USAC is comprised of thirty (30) Classified Civil Service, Unclassified Administrative & Professional, and Senior Administrative & Professional staff members.

## Vision Statement

Working as a highly visible team, we will collaborate with administration to provide valuable guidance on evolving staff interests, shaping the environment and culture to make OSU a workplace of choice.

## Goals and Key Strategies

### Goal #1 - Enhance communication with the university community, university leadership, and within USAC.

1. **Develop an annual communication plan and budget.**
  - a. Develop and finalize plan to include a schedule for all communications to occur on a monthly basis with responsible parties. Include welcome email to new staff on a monthly basis, mention of USAC in NEO's, staff appreciation message  
**COMPLETION DATE:** 08/31 of each year  
**CHAMPION:** Communications Subcommittee
  - b. Schedule, in advance and as part of the communication plan, regular articles to be published in OSU Today and onCampus about USAC and its progress and/or initiatives  
**COMPLETION DATE:** 08/31 of each year  
**CHAMPION:** Communications Subcommittee, Outreach Subcommittee
  - c. Share communication plan with University Communications ex-officio and onCampus ex-officio for feedback  
**COMPLETION DATE:** 07/31 of each year  
**CHAMPION:** Communications Subcommittee
2. **Establish and maintain frequent and open dialogue with and between the university community and leadership.**
  - a. Engage university leadership in at least two exchanges with staff and/or USAC per quarter  
**COMPLETION DATE:** as schedules permit  
**CHAMPION:** Communications Subcommittee, Outreach Subcommittee, USAC Officers
  - b. Review value of staff "listen" session or focus groups  
**COMPLETION DATE:** 01/30/2010  
**CHAMPION:** Communications Subcommittee, Outreach Subcommittee

- c. If valuable, schedule at least one staff “listen” session or focus group per quarter, utilizing the culture survey  
**COMPLETION DATE:** Quarterly  
**CHAMPION:** Communications Subcommittee, Outreach Subcommittee
- 3. Communicate with every USAC member in an open, informative, and positive manner.**
- a. Continually focus on clearly communicating past and present information to the general membership, especially on the part of officers and subcommittee chairs  
**COMPLETION DATE:** On-going  
**CHAMPION:** USAC Full Membership
  - b. Take minutes at each business meeting to distribute to membership prior to the next meeting (minutes distributed at least 48 hours prior to each business meeting)  
**COMPLETION DATE:** Monthly  
**CHAMPION:** Recorder
  - c. Provide a synopsis of each speakers meeting to the entire membership and copies of handouts, if they are available  
**COMPLETION DATE:** Monthly  
**CHAMPION:** Recorder
  - d. Utilize one speaker meeting each quarter for leadership development to build the leadership experience of USAC members  
**COMPLETION DATE:** Quarterly  
**CHAMPION:** Membership Development Subcommittee
  - e. Incorporate annual new member review feedback in new member on-boarding process  
**COMPLETION DATE:** 04/30 of each year  
**CHAMPION:** Membership Development Subcommittee
- 4. Create a bank of knowledge which includes historical and current records, which will be maintained in perpetuity for the benefit of current and future USAC members.**
- a. Maintain yearly records by creating organized and specific binders or electronic files with the current and last year’s information, for each subcommittee and each officer  
**COMPLETION DATE:** On-going  
**CHAMPION:** Executive Subcommittee
  - b. Establish online method for sharing information to eliminate distribution of paper  
**COMPLETION DATE:** 12/31/2009  
**CHAMPION:** USAC Full Membership
  - c. Maintain historical records with University Archives  
**COMPLETION DATE:** Model established by 06/30/2010  
**CHAMPION:** Recorder
  - d. Maintain USAC website through ongoing revisions/updates, appropriate content and linkages, and yearly evaluation of the website  
**COMPLETION DATE:** On-going  
**CHAMPION:** Communications Subcommittee
  - e. Create USAC Webmaster position or provide appropriate support for updating the website  
**COMPLETION DATE:** 08/31/2010  
**CHAMPION:** Communications Subcommittee

**Goal #2 – Reach every University staff member with USAC’s message of support.**

- 1. Build and strengthen strategic and important partnerships within and outside of the University. Identify key partners and develop a collaboration plan.**
  - a. Identify list of partners

**COMPLETION DATE:** 04/30 of each year

**CHAMPION:** Outreach Subcommittee

- b. Develop engagement purpose and strategy (who, what, where, when, and why) for each person listed as a partner

**COMPLETION DATE:** 04/30 of each year

**CHAMPION:** Outreach Subcommittee

- c. Initiate meetings with potential partners

**COMPLETION DATE:** 05/31 of each year

**CHAMPION:** Outreach Subcommittee

- d. Utilize feedback to develop new initiatives, shape positive change, etc.

**COMPLETION DATE:** On-going

**CHAMPION:** USAC Full Membership

**2. Connect with local staff councils, regional campuses and external committees to determine how best to work with, support and communicate with these staff members.**

- a. Email SHRP's to gather information about local staff councils

**COMPLETION DATE:** 09/30 of each year

**CHAMPION:** Outreach Subcommittee

- b. Schedule meetings with local staff councils to discuss their purpose and/how USAC might support and/or partner with them

**COMPLETION DATE:** Once quarterly

**CHAMPION:** SCBS

- c. Update list (similar to external committee list) of all local staff councils and their contacts

**COMPLETION DATE:** Annually

**CHAMPION:** Outreach Subcommittee

- d. Maintain connection with regional campus SHRP's (in the absence of local staff councils) to evaluate best method for reaching out to these campuses and learning more about their unique issues and challenges

**COMPLETION DATE:** Annually (depending on regional campus availability)

**CHAMPION:** Outreach Subcommittee, SCBS

- e. Meet with external committee representatives

**COMPLETION DATE:** Once monthly

**CHAMPION:** Governance Subcommittee

- f. Invite external committee representatives to USAC Governance or Business Meetings to discuss the group they represent

**COMPLETION DATE:** 09/30 of each year

**CHAMPION:** Governance Subcommittee

- g. Conduct an annual evaluation of committee representatives to assess experiences and work with USAC

**COMPLETION DATE:** May Business Meeting of each year

**CHAMPION:** Governance Subcommittee

**3. Utilize available media opportunities to reach every staff member, including those groups not well served by traditional Internet or print means.**

- a. Develop a short, one or two minute video presentation which can serve as an introduction to our mission if we are not able to be physically present at various staff gatherings

**COMPLETION DATE:** 05/31/2010

**CHAMPION:** Task Force to be Established

- b. Create a promotional item to hand out at our events with our logo, mission statement and website on it, such as a magnet, pen, or Rolodex card

**COMPLETION DATE:** 10/31/2009

**CHAMPION:** Task Force to be Established

**4. Reengage USAC alumni.**

- a. Schedule an annual meeting with alumni to discuss progress, solicit ideas and encourage ongoing involvement in USAC functions and external committees as appropriate

**COMPLETION DATE:** 10/01 of each year

**CHAMPION:** Vice-Chair

- b. Invite alumni to participate in, at a minimum, those campus-wide events sponsored by the Outreach Subcommittee

**COMPLETION DATE:** On-going

**CHAMPION:** Outreach Subcommittee

- c. Send an annual email to alumni soliciting nominations for USAC appointments

**COMPLETION DATE:** 01/10 of each year

**CHAMPION:** Chair

**5. Demonstrate a commitment to our community.**

- a. Look for ways to participate in OSU-established events

**COMPLETION DATE:** On-going

**CHAMPION:** USAC Full Membership

- b. Incorporate community service at all USAC sponsored events

**COMPLETION DATE:** On-going

**CHAMPION:** USAC Full Membership

**Goal #3 – Evaluate USAC events and initiatives to ensure that all activities support the mission of our organization.**

**1. Conduct evaluations of all USAC sponsored events.**

- a. Develop an evaluation tool and administer at all USAC sponsored events

**COMPLETION DATE:** On-going

**CHAMPION:** Chair

- b. Conduct membership evaluation of events at business meetings

**COMPLETION DATE:** On-going

**CHAMPION:** Chair

**2. Initiate a strategic plan taskforce yearly to evaluate how USAC is achieving its goals. Findings from this group will be presented at Executive Subcommittee meetings and business meetings throughout the year.**

**COMPLETION DATE:** 11/01 of each year

**CHAMPION:** Chair