

USAC Strategic Plan Task Force

Mission Statement

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

Vision Statement

We come together voluntarily for the betterment of our fellow staff members here at The Ohio State University. Working together, with common goals, we give voice to the needs and desires of the staff, and bring that voice to the Administration. To achieve that goal, we focus on five main points:

Internal Communication – working to clearly communicate with every USAC member in an open, informative and positive manner

Awareness and Outreach – working to reach every University staff member with our mission statement, by seeking new ways to share our message.

Knowledge Management – working to 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.

Funding and Fiscal Responsibility – working to responsibly manage the budget we are provided, seek new opportunities within that budget, and create new ventures with clear justification for an increase in the budget.

Annual Review – working to evaluate ourselves, to always be seeking to improve our service to ourselves and to the University

Strategic Plan

Internal Communication– working to clearly communicate with every USAC member in an open, informative and positive manner.

How to achieve this goal – the strategic plan

- Provide written subcommittee reports to recorder in a timely fashion
- Take minutes at each business meeting to distribute to membership prior to the next meeting
- Provide a summary of each speakers meeting, if minutes are not possible
- Take minutes at each Executive meeting and provide to membership, understanding that at times, some information must stay within the Executive committee
- Continually focus on clearly communicating past and present information to the general membership, especially on the part of officers and subcommittee chairs.
- Appoint a Parliamentarian each year to assist with points of order during meetings.

Awareness and Outreach – working to reach every University Staff member with our message of support, by seeking new ways to share our message

How to achieve this goal – the strategic plan

- Utilizing every media possible to reach every staff member, including those groups not well served by traditional Internet or print means.
- Seeking opportunities for immediate feedback at all events, including a standardized comment card to be filled out, a method of using the information gathered, and openness to any critique or suggestion gathered.
- Creating opportunities for USAC representation and presentations at department staff meetings, employee fairs, and New Employee Orientations, at the Main Campus, regional campuses, and the Medical Center campus.
- Developing 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.

- Creating 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.
- Utilizing our USAC alumni in outreach endeavors.

Knowledge Management – working to 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.

How to achieve this goal – the strategic plan

- Keeping yearly records – creating specific binders with this years and last years records, for each subcommittee and each officer. This must be passed on at the last meeting of each year.
- Keeping current records – keeping the website up to date with meeting minutes, pictures, articles and other items of interest.
- Keeping historical records – working with University Archives to maintain historical records
- Creating USAC Webmaster and USAC Archivist positions, to assist in maintaining our records.

Funding and Fiscal Responsibility – working to responsibly manage the budget we are provided, seek new opportunities within that budget, and create new ventures with clear justification for an increase in the budget.

How to achieve this goal – the strategic plan

- Thoughtfully and responsibly creating and managing officer and subcommittee budgets, and providing monthly updates to the treasurer.
- Providing monthly budget updates at business meetings to all members, from all subcommittees.
- Seeking new ways to serve the University community, and only requesting additional funding with clear justifications and goals

Annual Review – working to evaluate ourselves, to always be seeking to improve our service to ourselves and to the University

How to achieve this goal – the strategic plan

- Each spring, a task force comprised of 4 to 6 members shall meet and, using our vision statement and mission statement, evaluate how USAC is achieving its goals. They will present their findings at the final business meeting of the year.