

## University Staff Advisory Council Monthly Meeting Brief October 2022

Council members attend monthly meetings that are not open to the public. This brief highlights non-confidential topics that may be shared widely with staff. Any questions can be directed to the linked resources or to [askUSAC@psu.edu](mailto:askUSAC@psu.edu).

### Guest Speakers

On October 20<sup>th</sup>, Penn State Hazelton hosted USAC for the first of three [community engagement meetings](#) this academic year. The purpose of these meetings is for USAC to meet with local staff advisory council members and engage with them beyond USAC's annual summit. During the meeting, USAC members were briefed by Dr. Albert Lozano, Hazelton Director of Academic Affairs, on the history and structure of the campus. They also engaged in discussion on multiple topics with attendees related to staff accomplishments, best practices to increase morale/retention, and creative ways to accommodate changes at the University.

At the regular council meeting, USAC members were briefed by Tabitha Oman, Penn State's Chief Ethics and Compliance Officer, and Patricia Harned, CEO of the Ethics and Compliance Initiative (ECI). Their presentation provided a preview of the *Living our Values* survey that will gather input from Penn State staff, faculty, and graduate students related to Penn State values, the channels for asking questions and raising concerns, and current levels of trust in the University to address concerns and protect against retaliation. A fact sheet on the *Living Our Values* Survey is provided at the end of this document.

### Committee Updates

- The Awards Committee has begun scheduling and planning for the awards ceremony next spring. The committee is updating the nomination form and working on an announcement for the USAC Awards. Additionally, there is discussion of how to reinvigorate the Positive Paws program.
- The Communications Committee completed a [press release on the community engagement meetings](#) and is working on a press release highlighting the annual report and bylaws. The [USAC website](#) was updated to include the monthly USAC briefs and an anonymous comment form. The USAC brief for September was also completed.
- The Diversity, Equity, and Inclusion Committee is discussing initiatives for the upcoming year.
- The Logistics Committee is looking into speakers for USAC's speaker series, "USAC Presents." The tentative topics will be on introducing employees to things they might not know about Penn State. This is expected to be a spring 2023 series. Watch Penn State Today for announcements.
- The Membership and Elections Committee will conduct one-on-one meetings with the new council members to solicit feedback on the updated USAC application and interview process that was implemented this past year.
- The Outreach Committee has been busy planning several travel meetings for the upcoming year. Planning has also begun for the USAC Summit, which is slated for March 30, 2023 at the Technical Support Building.

USAC Website: <https://hr.psu.edu/university-staff-advisory-council>

Contact us: [askusac@psu.edu](mailto:askusac@psu.edu)

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### Little known facts or benefits:

Penn State Extension offers Penn State employees and their families access to in-person and virtual programs to support healthy living at a discounted rate or at no cost. The programs cover topics like diabetes, mental health, healthy cooking, fitness, heart health, Alzheimer's, and kinship family matters. For a complete list of programs, please visit <https://extension.psu.edu/food-families-health-programs>.

### Actions and reminders

- Starting January 2023, Penn State will [partner with Highmark for employee benefits](#).
- [Benefits Open Enrollment](#) for 2023 runs from Tuesday, November 1 through Friday, November 18. Employees are encouraged to attend one of the information sessions either [in person, online](#), or [on demand](#).
- The Penn State community is encouraged to report potential issues about behavior that is inconsistent with the [Penn State Values](#). A 24/7 [Penn State Hotline](#) is available or call 800-560-1637.

### Next Council meeting

The next USAC meeting is Thursday, November 17<sup>th</sup>, 2022.

### University-wide committee involvement and staff opportunities available

USAC officers and members sit on a variety of external committees which can be found at [Impact | PSU Human Resources](#).

### Valuable links

- Recognize a fellow Penn Stater for a job well done - submit a "[WE ARE](#)" shout out in Penn State Today
- Find updated COVID-19 information at <https://virusinfo.psu.edu/>
- Don't miss important announcements and news on Penn State Today <https://news.psu.edu/>

### What is USAC and Member Benefits

University Staff Advisory Council consists of dedicated staff who act in an advisory capacity to the central administration; explore issues, policies and practices that impact staff; suggest revisions to policies and new policy initiatives; and advocate for staff welfare and development. USAC serves the president and their administration through the vice president of human resources and accepts new members annually.

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### 2022 LIVING OUR VALUES SURVEY - KEY FACTS

**WHAT:** The Living our Values Survey is the third iteration of what was known in the past as the Values and Culture Survey (2013 and 2017). It will be sent to all faculty, staff, graduate students, and post docs. The subjects covered include:

- The Penn State Values
- Ethics and Compliance at Penn State
- Observed Misconduct, Raising Concerns and Penn State's Response

**WHEN:** The survey will launch in early November. Broad communications to begin in late October. Engaging now with USAC, ALC, GPSA, Post Doc Association, and Teamsters for awareness.

**HOW:** The survey is confidential and will be delivered via email by our outside provider. No information about any person's work unit or demographics will be "pulled in" from Workday – each respondent will have the opportunity to share the information they wish to provide. Confidentiality of responses will be further assured by limiting the sharing of results to when there are at least 20 responses on a question from a particular employee group/demographic.

**WHY:** The survey will provide the Administration and Unit/College/Campus leaders with information to allow them to address concerns about values, ethics, and compliance at Penn State. We will also be able to observe changes/trends since the prior surveys.

**NEXT STEPS:** The survey results will be provided to the Administration and Unit/College/Campus leaders in the Spring of 2023 and action planning will flow from those results. The action planning will be integrated with the Strategic Plan annual report process to ensure follow-ups are tracked and progress measured.