

University Council

MINUTES

FEBRUARY 7, 2014

8:00 AM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Bill Viau, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Bill Viau, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Theresa Beyerle, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Emily Fillmore, Karin Jordan, Mary MacCracken, Bill Viau Absent with Notice: Elizabeth Davis, Dan Deckler and Kelsey Risman Absent without Notice: Leigh Ann Seibert

Agenda topics

MINUTES

DISCUSSION	The minutes of the November 21, 2013 meeting were approved with no changes.

STANDING COMMITTEE EXPECTATIONS

DISCUSSION	Bill indicated that the top priority of the Committee at today's meeting was to finalize the committee's expectations which need to be submitted to the University Council Steering Committee by the end of the month. The Committee discussed the various ideas and concluded that the goals would include Workforce planning (a comprehensive review of the University's workforce and how it is effected by the changes in the state retirement system); Sick leave donation program (evaluate the possibility of a program for employees to donate their sick time for employees needing short term or long term care); Non-discrimination policy (review current policies and
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	expansion where needed); and a Comprehensive campus health program (evaluate options/programs for employees to encourage and promote a healthy lifestyle). Bill will summarize these goals and send them to the committee for their review before he submits to the Steering Committee.
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MEETING SCHEDULE

DISCUSSION	The Committee agreed that it should meet every two weeks. Margaret will survey the committee members on suggestions for meeting dates.

University Council

MINUTES

MARCH 17, 2014

3:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Bill Viau, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Bill Viau, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>Theresa Beyerle, Margaret Canzonetta, Gregory Dieringer, Karin Jordan, Mary MacCracken, Bill Viau</p> <p>Absent with Notice: Elizabeth Davis, Dan Deckler Elizabeth Erickson, Emily Fillmore, and Kelsey Risman</p> <p>Absent without Notice: Leigh Ann Seibert</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the February 7, 2014 meeting were approved with no changes.

STANDING COMMITTEE EXPECTATIONS

DISCUSSION	<p>Bill distributed a revised copy of the Goals and Measures of the Committee ranked in order of review. The Committee began by discussing Workforce planning. Bill indicated there were 53 employees who retired in 2013. He expects an increase in retirements in 2015 through 2017. The Committee agreed that more programming on retirement planning would be beneficial to employees. There could also be alternatives such as allowing employees to gradually reduce their workloads to allow for succession planning. Margaret agreed to do some research in this area. Karin</p>
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	<p>agreed to research programs that promote faculty knowledge transfer. There was a discussion regarding forming a group of retirees that could teach, review dissertations, etc. Mary and Karin agreed to look at what other universities are doing in this area.</p> <p>Next, Bill indicated that he had everything he needed on the revisions to the non-discrimination policy and he would put something together for the committee.</p> <p>Next, it was noted that the Rec & Wellness Committee is working on campus wellness programs. Mile markers for bike paths were just approved. Mary indicated that Dr. Pinheiro was involved with a bike program that just received a grant. Margaret agreed to contact Dr. Pinheiro for more details. The committee agreed that someone from the Rec & Wellness Committee should attend an upcoming meeting to talk about their program ideas. Bill indicated that he could invite Michele Smith or Sarah Kelly of the HR department to talk about the best practices in reducing premiums and health care costs.</p> <p>The Sick Leave Donation program will be last for review. Kent State has a program and Bill will check with the IUC to see what other universities are doing.</p>
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NEXT MEETING

DISCUSSION	The next meeting is Monday, March 31 at 3:00 p.m.

University Council

MINUTES

MARCH 31, 2014

3:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Bill Viau, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Bill Viau, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Margaret Canzonetta, Elizabeth Erickson, Emily Fillmore, Karin Jordan, Mary MacCracken, Bill Viau</p> <p>Absent with Notice: Theresa Beyerle, Elizabeth Davis, Gregory Dieringer, Dan Deckler, and Kelsey Risman</p> <p>Absent without Notice: Leigh Ann Seibert</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the March 17, 2014 meeting were approved with no changes.

DISCUSSION ON COMMITTEE PRIORITIES AND GOALS

DISCUSSION	The Committee first discussed the comprehensive campus health program goal. It was determined that Dr. Pinheiro's bike program is indeed a charitable endeavor and not for UA staff or students. The committee discussed the fact that the University Rec & Wellness UC Committee is also working on a campus health program and we should invite a member to an upcoming meeting. It was later decided to have Margaret and
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	<p>Emily join an upcoming Rec & Wellness UC committee meeting to make sure we are not duplicating their efforts in putting together a plan. There was a discussion about how to reduce the health care costs by employee’s health choices and programs (e.g., increase for smokers). Further research needs to be done in this area. There was also a discussion of the unhealthy choices of snacks in the vending machines. Margaret agreed to get in touch with dining services about this issue.</p> <p>The Committee then discussed workforce planning and gradual retirements. Members agreed to check with other universities and the IUC to see if they have similar policies. There was also a discussion about succession planning and whether there are any planning budgets for future hires.</p> <p>The sick leave donation program was discussed and Bill indicated that the Revised Code allowed for experimental programs. Emily will provide the committee with research that SEAC had done on the subject.</p> <p>The University’s non-discrimination policy was discussed and materials will be forwarded on some proposed changes.</p>
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NEXT MEETING

DISCUSSION	The next meeting is Thursday, April 17 at 11:00 a.m.

University Council

MINUTES

APRIL 17, 2014

11:00 AM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Bill Viau, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Emily Fillmore and Bill Viau, Co-Conveners
NOTE TAKER	Margaret Canzonetta
ATTENDEES	In attendance: Theresa Beyerle, Margaret Canzonetta, Elizabeth Erickson, Emily Fillmore, Gregory Dieringer, Mary MacCracken, Kelsey Risman, Bill Viau Absent with Notice: Elizabeth Davis, Dan Deckler, Karin Jordan, and Leigh Ann Seibert

Agenda topics

MINUTES

DISCUSSION	The minutes of the March 31, 2014 meeting were approved with no changes.

NON-DISCRIMINATION POLICY

DISCUSSION	Kelsey distributed a copy of a proposed anti-discrimination policy for the Committee's review. She indicated that she included current policies from other Ohio universities. Bill asked the committee members to review the policy and it will be discussed at the next committee meeting.
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WELLNESS INITIATIVE

DISCUSSION	Emily reported that she and Margaret attended a subcommittee meeting of the
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Recreation and Wellness University Council to discuss the work that the committee had done on the Wellness Initiative. The Rec and Wellness committee had already done extensive work on a wellness initiative but would appreciate the Talent Development & Human Resources Committee's assistance with an HR component to their plan. Lack of funding is a major issue in instituting a plan. They also needed to work through issues with the unions. Bill indicated that he would like to get this initiative going this year. Union bargaining is scheduled for next year and he would like to be prepared by then. We should have a joint meeting with the Rec & Wellness Committee when they meet with a representative from OSU to discuss their program. Miami also has a dedicated staff person for Wellness and perhaps we could meet with them as well. Thereafter, he suggested that our committee work with the Rec & Wellness committee to make a presentation to the University Council.

Bill suggested that Michelle Smith, Director of Benefits Administration become an ad hoc member of our committee.

Margaret reported that Dining Services is more than happy to hear our suggestions on healthier snacks for the vending machines. She will be getting suggestions and report back to the committee.

NEXT MEETING

DISCUSSION	The next meeting is Thursday, May 1 at 11:00 a.m.

University Council

MINUTES

MAY 1, 2014

11:00 AM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Bill Viau, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Emily Fillmore and Bill Viau, Co-Conveners
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Margaret Canzonetta, Elizabeth Erickson, Emily Fillmore, Gregory Dieringer, Karin Jordan, Mary MacCracken, Kelsey Risman, Bill Viau</p> <p>Special Guest: Michelle Smith</p> <p>Absent with Notice: Elizabeth Davis, Dan Deckler, Karin Jordan</p> <p>Absent without Notice: Leigh Ann Seibert</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the April 17, 2014 meeting were approved with no changes.

WELLNESS INITIATIVE

DISCUSSION	Michelle Smith, Director of Benefits Administration, was introduced to the Committee. There was a discussion regarding the funding needed for the initiative. The committee believed there should be a director of the program – perhaps it could be staffed by two graduate assistants. This could assist in making the projected budget smaller than
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	<p>anticipated. It is still not clear what umbrella the position/wellness department would fall under – could be Human Resources, Rec & Wellness, the President’s office, Nursing or Nutrition.</p> <p>Margaret reported that she identified a vendor that provides nutritional snacks in vending machines. She will give the information to dining services.</p>
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NON-DISCRIMINATION POLICY

DISCUSSION	<p>The non-discrimination policy drafted by Kelsey was discussed. Bill indicated that the General Counsel’s office should first to review the policy before it is presented to University Council. Bill asked for interpretation on several issues on the policy; namely, definition of harassment, procedures, sanctions and confidentiality. Bonita Prewitt will work with the committee to make changes to the document. Bill would like to present it to University Council this academic year.</p>
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ISSUE BRIEF

DISCUSSION	<p>The Nursing Mother’s issue brief was discussed. Bill stated that there is already an existing policy on this issue. They do not recommend using restrooms. When someone has an issue at a specific building, they generally make accommodations for that person. Bill recently received another similar request from a student. They would like to make something available in the Union. Bill will prepare a response to the issue brief.</p>
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NEXT MEETING

DISCUSSION	<p>The next meeting is Wednesday, May 28 at 2:00 p.m.</p>
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University Council

MINUTES

JUNE 18, 2014

2:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Conveners
NOTE TAKER	Theresa Beyerle
ATTENDEES	<p>In attendance: Theresa Beyerle, Elizabeth Erickson, Mary MacCracken, Bill Viau, Martin Wainwright</p> <p>Guests: Michelle Smith, Chris Kraft, John MacDonald</p> <p>Absent with Notice: Megan Bodenschatz, Margaret Canzonetta, Dan Deckler, Gregory Dieringer, Jerica Rogers, Alicja Sochacka</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the May 28, 2014 meeting were approved.

WELLNESS INITIATIVE

DISCUSSION	Chris and John, representing the Wellness and Recreation Committee, were introduced to the group. They explained that their committee is looking at various programs/models/options for employees. The program's focus is on various kinds of health – including physical and financial. One challenge is how to get people to participate. There was a discussion regarding the various health care providers on campus (student wellness center/Center for Nursing) and the vending machines. The
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	<p>committee is working on setting goals, i.e., increasing health and/or fitness and reducing benefit costs. The Wellness committee has a subcommittee made up of 13 to 14 people who are doing exploratory work on the project. There was a discussion on where to draw the line between benefits and the wellness committee (i.e., who does what). Their committee will provide mission/goals/activities sometime in September. We will then look at literature and funding issues. The meeting ended in the midst of discussion due to the upcoming University Council meeting.</p>
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NEXT MEETING

	<p>The next meeting will be Wednesday, July 9, 2014.</p>

University Council

MINUTES

JULY 9, 2014

2:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Alicja Sochacka, Bill Viau, Martin Wainwright</p> <p>Guest: Michelle Smith</p> <p>Absent with Notice: Megan Bodenschatz, Mary MacCracken, and Jerica Rogers</p> <p>Absent without Notice: Dan Deckler</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the June 18, 2014 meeting were approved with minor changes.

ELECTION OF AD HOC NON-VOTING MEMBER

DISCUSSION	A secret ballot was held on the election of Michelle Smith as an Ad Hoc Non-voting member of the committee. The committee voted in favor of the election by a major vote of 5 to 2.
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WELLNESS INITIATIVE

DISCUSSION	<p>The committee discussed its role in the Wellness Initiative. The committee agreed that our role should be as a partner with the Rec & Wellness Committee on the initiative. Our job is to evaluate the benefits and give to Michelle as Director of Benefits Administration. The committee asked Margaret to email the members copies of the 2009 Healthy U Wellness Program Operating Plan and for Michelle to email the 2011 document and they agreed to do so. Bill would like the committee to come up with a plan by October to fit in with the new budget. We need to look at Michelle's 2011 plan in reviewing a mission, goals and objectives.</p> <p>Consideration should also be given to our goals for workforce planning which should include faculty, staff and contract professionals. The retire/rehire policy should be reviewed. Bill will put together some material on this policy and information on the faculty succession issue for the committee to review. Dr. Erickson agreed to follow up with Harvey Sterns who has been investigating this issue. He suggested that she talk with Chand Midha, and Dr. Erickson will be meeting with him on the day of our next meeting.</p>
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NEXT MEETING

	The next meeting will be on Thursday, July 31, 2014 at 11 am.

University Council

MINUTES

JULY 31, 2014

2:00 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Alicja Sochacka, Bill Viau, Martin Wainwright</p> <p>Guest: Michelle Smith</p> <p>Absent with Notice: Megan Bodenschatz, Mary MacCracken, and Jerica Rogers</p> <p>Absent without Notice: Dan Deckler</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the July 9, 2014 meeting were approved with no changes.

INTRODUCTION OF NEW MEMBER

DISCUSSION	Matt Bungard, representing SEAC, was introduced as the newest member of our committee.
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WELLNESS INITIATIVE

DISCUSSION	<p>Dr. Erickson reported that she spoke with Dr. Harvey Stearns about succession planning. He indicated to her that she would talk to Dr. Chand Midha for which she had an appointment at 1:30 that day. She will give the committee a report at the next meeting.</p> <p>Dr. Erickson indicated that our committee needs to make a report to the University Council. We also need a timeline.</p> <p>She also reported that the Wellness Committee made a presentation to the University Council on its initiative. They looked at a survey comparing benefits from IUC schools. It was noted that UA has a self-insured plan.</p> <p>There was a discussion of dependent coverage for retirees, looking at retirement benefit costs vs. dependent costs. She also reported that UA spends approximately \$33 million on health care costs, with retirees' portion being approximately \$2 to \$3 million. There was also a discussion regarding the university's disability insurance policy.</p> <p>The committee wondered if we could get better productivity with the Wellness Initiative for the same cost. There was a discussion about using incentives, using tiers on what you pay. We could use the Miami University as an example.</p> <p>The committee would like to know the costs for the plan. It was understood that the benefits reserve was used to help balance the university's budget. It also noted that retire-rehires are still on the university's insurance plan.</p> <p>The committee discussed a current problem with many managers on campus not allowing employees to exercise during the day. Employees have asked for flex time in starting work early or staying late to allow them to exercise but managers have denied this request. The committee suggested that we put together a policy.</p>
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NEXT MEETING

	The next meeting will be on Thursday, August 21, 2014 at 11 am.

University Council

MINUTES

AUGUST 21, 2014

11:00 AM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Elizabeth Erickson, Mary MacCracken, Alicja Sochacka, Bill Viau</p> <p>Guest: Michelle Smith and Dr. Harvey Sterns</p> <p>Absent with Notice: Gregory Dieringer and Martin Wainwright</p> <p>Absent without Notice: Megan Bodenschatz, Dan Deckler, and Jerica Rogers</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the July 31, 2014 meeting were approved with no changes.

SUCCESSION POLICY

DISCUSSION	<p>Dr. Erickson introduced Dr. Harvey Sterns to talk about the options for succession planning. Dr. Sterns stated that conversations about the subject have been going on for several years. The interest is not in cutting down hours but instead retire/rehire. They are looking at national trends and what other universities are doing. Fidelity Insurance has provided a very useful report on the subject. Ideas include extending tenure for a three year period which would save money on salaries and help with transition planning in departments. The union is willing to explore options and there have been conversations with the president and provost about the subject. There are nine slots negotiated with the union for retire/rehire. The Committee should explore options by balancing the newer and older faculty.</p> <p>Dr. Sterns indicated that faculty like the idea of retire/rehire because of the hope for financial security. The Committee would have to pull together data to assist with making a proposal to the collective bargaining unit and others.</p> <p>Bill stated that there is a university rule for retire/rehire, aside from the collective bargaining unit. The University used to have a mandated retirement age of 65. It then became 70 and now it has been determined to be illegal to mandate an age.</p> <p>Dr. Sterns recommends that a task force be formed to discuss the issue.</p>
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COMMITTEE REPORT

	<p>The committee report was circulated to members. The committee discussed minor changes to the report including the elimination of the last bullet point under "University Non-Discrimination Policy," workload policy changes under retirement options, and the elimination of the example of employee flex time for exercising. This item will be explored further when reviewing the wellness program options.</p> <p>The committee moved, seconded and approved the report, as modified, to be submitted to the University Council.</p>

NEXT MEETING

	<p>Margaret will send around a "Doodle" schedule to determine the best date and time for committee members to meet. The meeting ended at approximately 12:15 pm</p>
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University Council

MINUTES

SEPTEMBER 11, 2014 1:15 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Mary MacCracken, Alicja Sochacka, Martin Wainwright, Bill Viau Guest: Mary Beth Clemons Absent with Notice: Dan Deckler Absent without Notice: Megan Bodenschatz and Jerica Rogers

Agenda topics

MINUTES

DISCUSSION	The minutes of the August 21, 2014 meeting were approved with no changes. It was noted that the section on retirement planning is a subset of succession planning.

**NURSING CENTER EMPLOYEE
HEALTH CLINIC**

DISCUSSION	The Committee has been asked to review a proposal for a pilot on-campus health clinic program. Committee members should send questions to Bill before the next meeting.
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COMMITTEE REPORT

DISCUSSION	The Council was happy with the committee report. It was noted that we could also present our recommendations in the report. HR can implement changes but there is a process with requesting changes with the bargaining units.

WELLNESS INITIATIVE

	<p>The committee will receive a new document to review before the next meeting. The goal of allowing employees to exercise should be added to the document. The committee asked whether the website has been published yet and if not, when it will be published. Using the link provided to members, everyone was asked to look at the site and identify programs that they think will be relevant to our goals.</p> <p>Michele will be sending a report to the committee members on what other universities are doing in this regard. Dr. Erickson will be putting together a draft document for the committee to review.</p>
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SUCCESSION/RETIREMENT PLANNING

	It was noted that a planning document will be needed for the faculty by the end of October. Matt asked whether plans for faculty and staff should be separated as to how they are treated. The faculty plan should be developed first and treated as a framework for other plans. We need a timeline.
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NEXT MEETING

	The next meeting is Thursday, September 25, at 1:15 pm.
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University Council

MINUTES

SEPTEMBER 25, 2014 1:15 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Mary MacCracken, Alicja Sochacka, Martin Wainwright, Bill Viau</p> <p>Guest: Mary Beth Clemons and Michelle Smith</p> <p>Absent without Notice: Dan Deckler, Megan Bodenschatz and Jerica Rogers</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the September 11, 2014 meeting were approved with a minor change.

**NURSING CENTER EMPLOYEE
HEALTH CLINIC**

DISCUSSION	<p>The Committee discussed the proposal noting that the clinic is intended for episodic care first and will later expand to chronic conditions. It could also be expanded to include those with other health insurance and others with “self-pay.” Michelle reported that the current “Free Clinic” will be moving to the health department. If the proposed clinic is not sustainable, it will close.</p> <p>The Committee endorsed the Business Strategy Proposal for the Nursing Center Employee Health Clinic noting that the clinic should first focus on episodic care and full time employees covered under our health insurance plan. It is our hope that the Clinic pursues a plan for longer term expansion to include part-time employees and other insurance carriers.</p>
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NON-DISCRIMINATION POLICY

DISCUSSION	<p>The Committee approved the proposal to expand two existing University rules: 3359-20-01 – Institutional mission and goals, affirmative action statement and 3359-38-01 – Affirmative action policy and program. These changes are based on the July 29, 2014 Executive Order making it illegal for federal government contractors to discriminate on the basis of sexual orientation, gender identity and expression.</p>
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SUCCESSION/RETIREMENT PLANNING

	<p>Dr. Erickson noted that a report needs to be completed by October 9. Drs. Erickson, Wainwright and Sterns will serve on an ad hoc committee. Dr. Erickson will schedule a time for the committee to get together.</p>
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WELLNESS BENEFITS REPORT

	<p>The IUC survey was discussed. The Committee will continue to work on a report to be completed by the end of December.</p>
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NEXT MEETING

	<p>The next meeting is Thursday, October 9, 2014, at 1:15 pm.</p>

University Council

MINUTES

OCTOBER 9, 2014

1:15 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Matt Bungard, Margaret Canzonetta, Elizabeth Erickson, Mary MacCracken, Alicja Sochacka, Martin Wainwright</p> <p>Guest: Mary Beth Clemons and Michelle Smith</p> <p>Absent with Notice: Theresa Beyerle, Gregory Dieringer</p> <p>Absent without Notice: Dan Deckler, Megan Bodenschatz and Jerica Rogers</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the September 25, 2014 meeting were approved with no changes.

NEW BUSINESS

DISCUSSION	Matt Bungard presented a motion to add “sick leave bank” for discussion at today’s meeting. The motion was carried and added to the agenda.
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PRESENTATION OF RECOMMENDATIONS TO UNIVERSITY COUNCIL

DISCUSSION	Dr. Erickson stated that she will make a presentation at the upcoming University Council meeting on the actions taken at our last meeting.

SUCCESSION/RETIREMENT PLANNING

	<p>Dr. Erickson distributed an interim draft report of the subcommittee on retirement/succession planning. The most critical need is for four faculty members in the pre-med program.</p> <p>There was a discussion about the retire/rehire rule on income and health insurance, how it affects benefits and how positions are replaced. It was decided that a model or policy is needed to review positions left by retirees.</p> <p>The Committee decided it will review the report again at the next meeting so that it can be submitted at the end of the month. A motion was passed to accept the draft report to show where we are.</p>
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SICK LEAVE BANK

	<p>The Sick leave bank concept has already been discussed with SEAC and CPAC for non-bargaining units. Employees could volunteer sick or leave time to a bank which would be available to employees when a catastrophic event has exhausted their bank. This would be a bridge gap to disability. There was a request to pursue or explore a model which we might implement. General Counsel stated it could not be done. SEAC and CPAC responded by showing how other public institutions are doing it. They are proceeding by looking at models. Our committee could endorse the exploration of a model. We may have to take this to the president.</p> <p>The committee agreed that this was one of our original goals for 2014-15. We should involve other groups on campus. The committee will discuss this at the next meeting.</p>
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NEXT MEETING

	The next meeting is Thursday, October 23, 2014, at 1:15 pm.
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University Council

MINUTES

OCTOBER 23, 2014

1:15 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Matt Bungard
ATTENDEES	<p>In attendance: Matt Bungard, Theresa Beyerle, Gregory Dieringer, Elizabeth Erickson, Mary MacCracken, Martin Wainwright, Bill Viau</p> <p>Guest: Mary Beth Clemons and Michelle Smith</p> <p>Absent with Notice: Megan Bodenschatz, Margaret Canzonetta, Alicja Sochacka</p> <p>Absent without Notice: Dan Deckler and Jerica Rogers</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the October 9, 2014 meeting were approved with minor changes.

SUCCESSION/RETIREMENT PLANNING

Liz, Martin and Theresa met on 10/22

Liz: AAUP suggested an Retire/rehire memorandum of understanding

Per H. Sterns

Built from initial plans from Dean Midha, but revised by AAUP

- Reduced salary, Short-term, Teaching only, only available if tenure track position was approved for replacement. Rehires would not be part of the bargaining unit (Dean Midha: advocated that rehires would be part of BU).
- Brought to the attention of administration in April. Rex indicated that it was “dead in the water.”
- Bill: Staff/CPs have typically been more forthcoming as compared to Faculty. Not sure to root cause for difference

Matt: CPs are also in STRS

- Instructional Professional Staff (typically in Student Affairs) are in STRS, others are in SERS.

Liz: (to Bill) Incentives.

- Bill: Some Universities (Kent, BGSU, Wright St) have used financial offers. If notified prior to XXXX date, a bonus annuity would be offered:
 - Flat \$\$s
 - Strategic: Based upon position, a weighted bonus would be offered.

Liz: Subcommittee will focus on producing a report for TDHR SC for approval, prior to the Nov18th UC meeting.

SICK LEAVE BANK

Liz: Introduced.

Bill:

- No direct language covering SLB. Since no language, it is assumed we don't have the authority to do so.
- With a bargaining unit, you can implement a SLB
 - ORC doesn't necessarily apply to Bargaining unit agreements

	<ul style="list-style-type: none"> ○ HB187 – Gave State Universities more authority to implement more personnel choices ○ Attorney General’s office in limbo as to whether or not this is legal ○ Some schools have implemented it, despite no direct authority to do so. ○ ORC defines what sick leave can be used for. Donations are not listed as something that can be done. <ul style="list-style-type: none"> - Matt: What is the liability? - Bill, Theresa: Is there cost? <ul style="list-style-type: none"> ○ Bill: Yes, benefits donated whereas no pay would be granted otherwise ○ Vacation may be better for Univ. - Bill: Suggestions <ul style="list-style-type: none"> ○ Disability (LT=>6months) <ul style="list-style-type: none"> ▪ Michelle: ST 30days after event or exhaustion of Sick Time. No more than 6months. ▪ HR informs employees that employees should take out ST until 6 months of Sick/vacation is banked - Bill: <ul style="list-style-type: none"> ○ Unions would have to agree. ○ Some unions may only want the program to support itself - Matt: <ul style="list-style-type: none"> ○ Form a subcommittee to review specifics. Bill and Matt to coordinate. <p>Include inclusion of SEAC and CPAC, as interested.</p>

NEXT MEETING

	The next meeting is Thursday, November 6, 2014, at 1:15 pm.

University Council

MINUTES

NOVEMBER 6, 2014

1:15 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Matt Bungard, Theresa Beyerle, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Bill Viau, Martin Wainwright</p> <p>Guest: Michelle Smith</p> <p>Absent with Notice: Mary MacCracken, Alicja Sochacka</p> <p>Absent without Notice: Dan Deckler and Jerica Rogers</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the October 23, 2014 meeting were approved.

SICK LEAVE BANK

Matt reported that CPAC, SEAC and others met to discuss the proposed Sick Leave Bank. Next steps include looking at the Bowling Green plan which seemed to cover everything that the group desired. The committee found some plans that were more restrictive in situations it will cover and others had broader coverage. There is a question on whether employees could bank sick leave or vacation leave. One thing that was very common with the plans was the formation of a committee which makes the decisions on who is awarded from the bank. The Committee works with the HR department to receive information without names to protect employees' identity.

Another next step includes surveying SEAC and CPAC members at a high level concept. Bill stated that if we look at a vacation policy, there are no exclusions which is different than a sick policy. There is also the issue of contacting bargaining units for represented staff. Dr. Erickson noted that faculty have no vacation time so could not contribute. They do have sick time which can be contributed. We need to look at the financial implications of the program. Matt stated that we can look at a model for non-representative groups but it is not meant to be exclusive. Matt will continue to bring updates to the committee.

SUCCESSION/RETIREMENT PROCESS

The committee discussed emergency funding for critical needs for non-tenured faculty. It is too late to recruit for faculty on tenured track. Martin explained the non-tenured faculty only have time to teach. They do not have time to do curriculum planning, committee or service work. It's a recruitment problem. The University Council meeting is on the 18th. The subcommittee will meet and discuss.

There was a discussion about whether HR is notified, and if any deadlines are set, when an employee is set to retire. Bill indicated that CPAC and SEAC members are generally pretty good about notifying HR but faculty are not as good. Dr. Erickson noted that most faculty do not want to retire. The committee questioned whether there could be some incentives to retire.

The Committee discussed the need for process mapping of an employee's responsibilities and it could be part of every supervisor's role. It needs to be institutionalized. Margaret mentioned the example of the library using process mapping when a key staff member retired. The Committee may want to discuss this process further.

The University's Academic Leadership Program was discussed noting that several members felt it was a very useful program. The Committee could put in a

	<p>recommendation to have the program reinstated.</p> <p>The Committee needs to come up with some concrete recommendations for our report to the University Council.</p>
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NEXT MEETING

	<p>The next meeting is Thursday, November 20, 2014, at 1:15 pm.</p>

University Council

MINUTES

NOVEMBER 20, 2014 1:15 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Alicja Sochacka, Bill Viau, Martin Wainwright</p> <p>Guest: Michelle Smith</p> <p>Absent with Notice: Matt Bungard, Mary MacCracken,</p> <p>Absent without Notice: Megan Bodenschatz, Dan Deckler and Jerica Rogers</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the November 6, 2014 meeting were approved.

SICK LEAVE BANK

	<p>Bill reported on the conversation with BGSU regarding their Sick Leave Bank. He indicated the bank was established in 2009 and that very few individuals have used the bank. Some of the requirements for using the bank include 1) you must contribute to receive the benefit; 2) you have to contribute at least once every two years; 3) you can donate one to five days; 3) you need to have a minimum of 120 hours accrued sick leave/vacation time to be eligible to contribute to the Leave Bank; 4) BGSU has made exceptions to allow new employees to be eligible but they must later contribute; and 5) the bank can only be used for an employee's illness (not caring for a family member).</p> <p>BGSU's bank has a balance of 24,500 hours and they have only had three employees who have used it. Six employees were turned down for not meeting the requirements. BGSU may review their current rules for the Sick Leave Bank to consider expanding categories for approved use of time.</p> <p>The Committee agreed to allow the ad-hoc committee to put together a draft for our Committee's review.</p>
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SUCCESSION/RETIREMENT PROCESS

	<p>Dr. Erickson reported that the subcommittee met and she was still trying to put together the next meeting. She thought the process mapping would be helpful. There was a discussion about departments losing positions especially if they terminate an employee. They keep them around so they do not lose the position. The committee felt that a replacement program was more desirable than a buy-out plan. There should be an analysis when a faculty member leaves to decide about a replacement for coverage of a specific area (e.g., ancient history) or the discontinuation of the program. There was concern with a trend in replacing tenured faculty with non-tenured. It would be helpful if administration could reassure the faculty about what is happening or to develop a program or policy to hire tenured faculty.</p> <p>Theresa indicated that ITL may be taking over staff development. She is starting the conversation of separating staff development and professional development. They are looking at bringing the leadership series back. She is sending a survey to CPAC to see their interest level.</p>

NEXT MEETING

	<p>The next meeting is Thursday, December 4, 2014, at 1:15 pm.</p>

University Council

MINUTES

DECEMBER 4, 2014

1:15 PM

TALENT DEVELOPMENT AND
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Theresa Beyerle, Matt Bungard, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Alicja Sochacka, Bill Viau, Martin Wainwright</p> <p>Guest: Michelle Smith</p> <p>Absent with Notice: Mary MacCracken,</p> <p>Absent without Notice: Megan Bodenschatz, Dan Deckler and Jerica Rogers</p>

Agenda topics

MINUTES

DISCUSSION	The minutes of the November 20, 2014 meeting were approved.

SUCCESSION/RETIREMENT PROCESS

	<p>Dr. Erickson distributed an interim report of the Subcommittee on Retirement/Succession Planning. The Committee discussed the contents of the report. It was suggested that a change be made under the first paragraph on recommended procedures to reflect a purpose statement stating goals and objectives to achieve a mission instead of requiring a mission statement. Bill also suggested that under procedures, units state their purpose, needs and how it should be staffed. It was also suggested that units determine which positions (lines) absolutely must be kept.</p> <p>The Committee would like to review the document again at the next meeting.</p>
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SICK LEAVE POLICY

	<p>Matt reported that the subcommittee is still working on a draft document. It should be ready by the end of January. They will be checking with CPAC and SEAC to get their feedback. Bill indicated that they are still looking at the requirements on state legislation on what sick leave can be used for – possibly dependents. The Committee needs to decide how broad we want the policy to be (restrictions, life threatening, etc.).</p>

NEXT MEETING

	<p>Margaret will send around a “doodle” to committee members to determine the Spring schedule.</p>