

Salary & Benefits Subcommittee Meeting
Riverfront Building
August 13, 2010
8:30 a.m.

Attendance (those present marked with *):

*Chair: Erin Babson (Group 6)
*Secretary: Michelle Burke (Group 2)
Kate Harmon (Group 1)
Sherry Barricklow (Group 3)
*Janaan Decker (Group 4)
*Ben Rapin (Group 5)
*Linda Yuhás (HR Liaison)
Dave Smith (HR Liaison)

Confirming Meeting Schedule

2nd Friday of Every Month
8:30-10:00 a.m.

Representative assigned responsible for reserving space.

- August 13 - Ben Rapin (Riverfront Building)
- September 10 - Michelle Burke (Kirkhof Center)
- October 8 - Erin Babson (Bike Factory)
- November 12 - Kate Harmon (TBD)
- December 10 - Sherry Baricklow (TBD)
- January 14 - Janaan Decker (TBD)
- February 11 - Ben Rapin (TBD)
- March 11 - Michelle Burke (TBD)
- April 8 - Erin Babson (Center for Health Sciences)
- May 13 - Kate Harmon (TBD)

2010-11 Goals

- Support Human Resources in communication efforts about health plan changes.
 - Get training to answer questions and dispel rumors
 - Group Reps set up Q&A brown bag sessions and visits to department meetings
- Review compensation planning for next year
- Review survey/feedback from ePDP process and give input on changes
- Review Flexible Work Arrangements process to see how it is working
- Get regular reports from AP members of the HR Benefits Committee (Jill Dooley and Andrea Westdorp)
- Group reps send an initial message about goals and gain input on other issues from constituents and bring comments to August meeting.

NEW BUSINESS
Feedback from Constituents

- Suggestion to discuss flexible benefits (8 weeks vacation half-pay instead of 4 weeks at full pay) – might benefit offices that don't need staff the entire year. Discussion— is this the same as a 10-month contract? Or is it consecutive. Staff could take 4 weeks paid and 4 weeks unpaid, but it is on them to manage their own budgets. This fits under flexible work arrangements. Employees can discuss options with supervisor.
- Suggestion to provide additional perks in years when there is no salary increase? Suggestion is a birthday off? Suggested language: In a year when the employee group has no salary increase, an additional Holiday would be offered on the employee's birthday. If the employee's birthday falls on a day when they wouldn't normally work, the employee would take the next closest work day. If it is not used, it cannot be carried over. Or maybe just a more flexible personal day to be used at any time by the employee (approved by the supervisor)?

Other ideas...

- On the employee's birthday, send them a birthday card with a voucher for a free Aramark meal or a drink.
- Maybe not on the birthday, but on the employee's anniversary date of employment?
- Ticket to an athletics event. Staff appreciation night at a football game?
- More ideas are welcome and will be discussed by the committee as they come in.

Action item: Erin to discuss implications with HR, Accounting, Payroll (Scott Richardson, Jim Bachmeier).

OLD BUSINESS

Communication/Email Lists

- Reps can use AP/admin system to send messages to group members. Problem is no one is consistently updating groups (we can do it ourselves if we know about changes).
- Bonnie sends departures and additions as they change, but not moves.
- Just ask your group for updates when you send out messages.
- It would be great if we could code in Banner what employee group the AP is in. There are blank custom fields.

Action Item: Discuss with Ruthann Griffin about Banner Project Management.

- In the meantime, perhaps Bonnie could work with a student worker in HR to update the list on the AP/admin site.

Goals Review

Keep constituents informed about Health Plan Changes and Open Enrollment. Several questions for Dave were brought up so we can ask him before the next meeting.

- Has the bank/credit union been chosen for the Health Savings Account?
- When is the Wimba presentation going to be ready?
- Questions about costs of prescriptions.
- We need to create a tip sheet of ways to prepare for the plan, save money on prescriptions and other health care costs.

- Cost calculator and steps an employee can take to figure out deductions and contributions (review pay stub, current deductions, FLEX account expenses, prescription report, etc.).
- Suggestion – set up a satellite HR Benefits office at Pew Campus to be available for individual consulting.
- Can we train a group of Ambassadors to assist with informing constituents about changes? There is lots of misinformation floating around within various employee groups. Any way we can help with rumor control will be beneficial. Concerns about how health plan/financial decisions are very personal, perhaps some people would feel more comfortable discussing with a trusted co-worker rather than someone from HR.

Review Compensation Plan for the Year

- Description of Linda Yuhas' process: Once the new faculty is set up in Banner, Linda begins analysis of market trends and meets with appointing officers to review for market adjustments and equity increases. This process has been in place for about 10 years.
- Linda is preparing a Salary Planning Guide to see how we compare with market trends. State analysis of which institutions gave raises, which didn't. She provides data and analysis to appointing officers.

Action item: Invite Jim Bachmeier to November 12 meeting to give us an update.

Review feedback of ePDP process.

- Did HR do a survey about ePDP process? We think they just sent an email asking for feedback. We should conduct a real survey with guided questions to gather input.

Action Item: Get an update from Ruthann on changes they have made and ask Maggie if a formal survey is going out.

Review progress of Flexible Work Arrangements.

Action Item: Invite Sue Sloop to September meeting to update Flexible Work Arrangements.

Regular reports of HR Benefits Committee.

Action Item: Ask Dave for meeting schedule of HR Benefits Committee so we know when to ask for updates.

Adjourned at 9:44 a.m.

Respectfully submitted,
Michelle Burke