CEA Board Meeting Minutes

TSC Room 225B
February 18, 2010

Conducting meeting: Deb Megill, President

In attendance: Jill Ballard, Jennifer Barton, Heidi Harris, Kevin Johnson, Tracy Jones, Maren Seamons, Taci Watterson

Excused: Niki Godfrey

Guests: Marla Boyer, Brande Faupell (from Human Resources)

I. Human Resources presentation re: Policy Updates. Brande Faupell and Marla Boyer presented on several critical policy updates that are needed in order to bring the university into federal compliance. There will likely be more proposed changes in the future.

a. FMLA (#351): Bring into compliance with Federal FMLA by clarifying the notification requirements (after 3 days of consecutive sick leave, employees must be notified of their FMLA rights); reference NDAA; Follow federal rules on family members (eliminating parents-in-law which is currently included in USU’s policy; Coordinating FMLA leave with annual, sick, military, worker’s compensation, organ donor, short-term disability and leave-without-pay, although employees will be able to retain 1 week annual/1 week sick if they wish). HR will be sending out letters to those who qualify, typically to the home address. If it is an urgent matter, it will be sent certified mail and forwarded until it is received. This is one reason that it is important to keep our emergency information updated in Banner because that’s who HR will go to next if you can’t be reached directly.

b. Military leave (#359): Incorporate the NDAA requirements (26 weeks of leave, to be coordinated with the FMLA leave policy).

c. Annual leave (#345): Clarify that AY faculty do not earn annual leave; clarify that a switch from AY to FY will trigger a payout of annual leave at that time; shorten the time period for non-exempt employees to earn the full 22 days of annual leave. This is partly being done to mirror CEU. The recommended amounts will be:
   i. 1-5 years = 12 days annually
   ii. 6-9 years = 18 days annually
   iii. 10+ years = 22 days annually

d. Long-term Disability (#357): Currently, employees on LTD remain on our health insurance plan at no cost to the employee until they return to work or turn 65, something which no other institution offers. The recommendation is to offer the first year at no cost to the employee, with 2 additional years offered at the employee cost + 50 percent (only on only on the employee charge, not the full cost). Anyone currently
on long term disability will be grandfathered in. This is only for future instances after the policy has been approved.

e. **Disciplinary Procedures (#311):** Changing the title to “Corrective Action.” We’re already practicing this. This would create a new first step, “letter of expectation” rather than bringing discipline immediately. After this the next steps would be an oral reprimand, followed by a written warning. This would eliminate the third step: “written warning with probation.”

f. **New Policy - Applicant Information (#388):** Utah HB 206 is a house bill that came out this year. It requires employers to have a specific policy regarding the use of applicant data (retention, disposition, access, and confidentiality).

g. **Termination of Staff (#399):** – The present policy allows 90 days to grieve an involuntary termination. This recommendation would change that to provide 30 days to file a grievance. Memories fade and replacements need to be hired in a more timely manner.

h. **Appointment of Opportunity (#385):** Changing the words “Exceptional Merit” to “Institutional Need” in order to offer more flexibility in appointing highly qualified individuals; discourages multiple uses of the policy; clarifies that the President approves non-academic appointments and the Provost approves academic appointments.

II. **Approval of Meeting Minutes**  
Review of November, December, and January meeting minutes.  
Motion to accept all was made by Kevin Johnson; Maren Seamons seconded. Motion approved.

III. **Committee Reports**

*Salary & Benefits – Kevin Johnson*  
Nothing to report.

*Employee Relations – Heidi Harris*  
Nothing to report.

*Employee Enhancement – Niki Godfrey*  
Not in attendance.

*Scholarships – Jill Ballard*  
Enid Kelley has agreed to serve on this committee, as well as the Employee Recognition committee. Jill will be getting the scholarship information to Tracy to post on the website and to send out to CEA employees. The application deadline will be May 21st, and we will let awardees know 2 weeks before the luncheon.

*Media & Public Relations – Jennifer Barton*  
Nothing to report.
Employee Recognition – Taci Watterson
Nothing to report.

IV. Other Business

a. We are moving forward with the search for a new Vice President. Currently Valerie Donahoe and Niki Godfrey have been nominated for this position. Tracy will send out one more email asking for nominations, with a deadline by Friday, Feb. 26th. Once we have all the nominees, Deb will contact each of them to see if they are willing to run. If only one is willing, they will automatically be it. If more than one is willing, we have to have a vote.

b. There was recently a discussion about the possibility of combining the CEA and the PEA. The general consensus from both organizations is that we don’t want to combine. The feeling is that there is more power in having more votes, although there was some discussion that we don’t actually have many votes any longer. One example of this is with the EBAB (benefits) board, which has now been changed to a committee; we are given information and opportunity to provide input, but no longer the opportunity to vote. Many classified employees feel that there are unfair differences between the two, status-wise. Exempt (professional) employees have more flexibility, not having to account for every minute of their time. The parking policy has changed, but some people have to pay more (premium for parking terrace) which makes it inequitable; also, for some it takes 30 minutes just to get back/forth from their vehicle during a 1-hour lunch break. We feel there needs to be a culture change to bring us together. If we combine both groups, we worry that classified employees are going to feel less-appreciated and under-represented. Those who have been on the CEA board awhile mentioned that there appears to be more cohesiveness between the employee groups now than was in the past, and when we bring the groups together on issues, it makes a stronger statement. More important than merging is the need to make sure that staff across campus feel valued.

It was suggested that we form a committee to do an overview of the policies and by-laws of both the CEA and PEA and to compare committee names and titles between the two. Why are there different names (i.e., “Professional Development” versus “Employee Enhancement”? What purpose does each committee actually have? Why does the PEA have a legislative liaison but the CEA doesn’t? It was generally agreed that things are too busy right now to undertake this (with CEA week coming soon), but we will revisit the issue next fiscal year.

c. Human Resources has asked if Employee Recognition for 10 years or more is important to us, and would like us to think of ways we would like to be recognized (currently sweatshirt, etc.) We agreed that some sort of recognition is good but that we don’t necessarily need the luncheon, which could help out on cost-savings or could be added
to the prize packs. Should you get 2-3 choices? Is a gift card a bad thing (it would have to go through payroll)? It was also suggested that the recognitions could be combined into the CEA/PEA luncheons.

d. Open enrollment. HR will only be sending letters this year, not packets. New this year, they are making a Health and Wellness advocate available to employees, paid for by the Wellness Center, where you can go online and ask questions. Information will be going out March 1st. Regence BC/BS is changing in-network and out-of-network areas. They will go with Value Care, Traditional, and Out-of-Network. There are still some questions on this such as what if there isn’t someone here in the area who can provide the needed care? Why should we have to pay more?

e. Parking services will be doing away with the gold parking due to the construction of the new agriculture building. They make take the blue lot and making it premium parking, moving the blue out by Fine Arts.

Kevin Johnson made a motion to adjourn; Jennifer Barton seconded.

Next Meeting: March 18, 2010