

Office Staff Employee Advisory Committee
Friday, September 11, 2009

In Attendance: Amy Barnes, Sue Coffey, Tracey Mason, Cathy McElhannon, Loretta Persinger, Cree Sherrill, Denise Watts, Lee Neilson, Laura Hewett, Linda Cummings, Katherine Brinkley, Brenda Reese

1. Welcome to New Members

2. Role of the Committee

Amy reviewed the charge for the Employee Advisory Committees which is as follows:

The Employee Advisory Committees promote effective and direct communication between all non-faculty employees and the administration. The Executive Director of Human Resources chairs the committee meetings which serve as forums for discussion. Committee members provide advice and input on a variety of human resource issues and may make recommendations for consideration by the appropriate administrative unit of the campus.

There are two employee advisory committees:

- Operations Staff – comprised of hourly employees from Athletics, Dining Services, Facilities Management and Public Safety; and
- Office Staff – comprised of hourly, non-exempt employees working in administrative and academic offices.

Committee members are appointed to ensure a broad representation of the different functional and organizational areas of the University. Members serve a two year term and are appointed by the Vice President for Finance and Administration upon recommendation of the executive Director of Human Resources.

The EACs serve as a communication vehicle to bring information about initiatives to the staff, as well as a feedback mechanism for staff. Minutes are posted on the HR website for review by the community.

One change this year is that the Professional EAC has been disbanded. Instead, we'll host supervisory and professional development meetings throughout the year that will be open to all exempt employees.

3. Wellness Fair/Fitness Center Hours

Mary Katherine reviewed some of the new wellness initiatives. Mark your calendars for **October 13th from 10 am to 3 pm!** Our first Health & Wellness Fair will be held in **Evans Dining Hall** and is open to faculty, staff and students. The fair is co-sponsored by HR and Health Promotion. We'll have a variety of vendors including [Anthem](#), [Health Advocate](#), [ComPsych](#) (our Employee Assistance Program), [Carilion](#), massage therapists, acupuncturists, chiropractors, various fitness centers, childbirth and breastfeeding coaches, elder care resources, local health support groups, as well as a variety of screenings and flu shots. Employees need to pre-register for flu shots by September 30 in order to pay only the insurance co-pay by clicking on this link: <https://managementtools.wlu.edu/Forms/Authenticated/Default.aspx?8>. Spouses should preregister as well if they are able to attend the fair and would like to get a flu shot.

Faculty/staff who attend the fair will receive a voucher for lunch in the Marketplace. There will be demonstrations, door prizes and giveaways.

The Athletic Department and Fitness Center staff have made it possible for the Fitness Center to open earlier. As of September 14th, the hours will expand to full operational hours: Monday - Thursday: 6am - 10:30 pm, Friday: 6 am - 9 pm, Saturday: 9 am - 8 pm, Sunday: 1 - 10:30 pm.

The expanded early morning hours allow more faculty and staff time to use these facilities prior to the start of the workday. The hours for the custodial staff who work in that building are not changing, so they may be working to get the facility ready during the early morning hours and will need our cooperation to keep the Fitness Center clean. Thanks to the Fitness Center staff and the Athletic Department for making this possible!

4. Performance Development & Compensation Update.

Sherry Wright & Jodi Walberg were invited to attend the meeting to discuss the status of this University initiative and next steps.

Amy explained that compensation letters went out in early August. Since then, HR has reached out to various department and supervisors to get feedback. HR staff members have also had several meetings with individuals or supervisors to answer questions and to review the initial placement in the new program. Jodi reported that there have been a few cases where there was new information provided that resulted in an adjustment.

Amy said that the biggest source of confusion and concern seemed to be about where a person's salary fell in the market reference range. She explained that there are still people who fall below where they should be, but that is because the funds this year were distributed only among staff who were paid below the minimum of the market reference range. In future years, adjustments will be made to bring people to where they should be in the range based on their experience and performance. HR has created a website which includes all the materials on the new program and FAQs.

During the focus groups, staff said that they felt that supervisor training is important in order that the program be administered consistently. There was some discussion about the calibration system that will be developed to ensure that there is consistency between departments and across divisions. It was also noted that there may be a period of adjustment, since we have had some performance evaluation inflation in the past.

Q) Are supervisors supposed to know what their staff earns?

A) Going forward supervisors will be made aware of salaries. At this point, that information has been shared primarily at the director level. Performance development and compensation should become a shared responsibility between supervisor and employee.

Q) What is the timeline for implementing the compensation adjustments?

A) We estimate that it will take more than \$1 million to bring everyone to where they should be in the ranges. This year, we had \$180,000 to use for market adjustments. In the end, more than \$200,000 was spent. This was in addition to the salary increases that staff received on July 1. Amy also reported that HR is looking at prioritizing future adjustments. As mentioned, adjustments this year were targeted to those employees who were the worst off – i.e., below the minimum for the market reference range. Based on feedback received during the roll-out of the compensation program, we may look next at long service employees in an effort to get them closer to where they should be in the range based on performance and experience.

Next, Sherry Wright reported that she is working on the implementation of the performance development program which will begin this fall. Training will begin with supervisors who need to understand their roles and responsibilities in performance development. Then, the main focus in fall of 2009 will be on goal setting since that is the first step of the performance development process. All employees will be setting goals for 2010 by January of 2010.

A member suggested that it would be helpful to hold additional sessions for those 9/10/11 month employees who were unable to attend the sessions this summer.

Q) Performance reviews were in April last year, will that change?

A) The dates will be different next year as the performance development program rolls out. We need the performance data on a calendar year basis so it can be calibrated across the University and salary decisions can be made based on those reviews each spring.

Q) Will the forms be the same?

A) No. There will be different forms for each career stage.

Q) Will training be for supervisors and employees together?

A) Supervisors will be trained first so that they will be able to address questions and work with employees in an appropriate, consistent manner.

Q) When you talk about compensation being tied to performance, is that going forward?

A) Performance will be looked at during the review period. Salary increases will be based on performance and position in the range.

5. Future Agenda Items

- A member suggested that healthy cooking classes be offered by Dining Services as part of the wellness program.
- A member asked for additional information about benefits available at retirement.

Minutes respectfully submitted by Mary Katherine Snead, Human Resources