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January 2013 Minutes

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Council of Chairs
January 17, 2013

Minutes

Members Present: Chuck Tardy, Phyllis Jestice, Wayne Kelly, Tom O'Brien, Thelma Roberson, Melanie Gilmore, Sabine Heinhorst, Glen Shearer, Tisha Zelner, David Duhon, Leisa Flynn, Steve Oshrin- proxy for Steve Cloud

Members Absent: Michael Miles, Tim Rehner, Trent Gould, Clifton Dixon, Joe Olmi

Guests: Bill Powell, Karen Reidenbach, Linda Rasumussen

1. Call to Order
2. Guest Speaker – Linda Rasmussen – discussed employee benefits and HR activities

Benefits:
- Retirement Plans - No current change to PERS. Currently, individual contribution = 9%; employer's = 14.25%. July 1, the employer contribution increases by 1.5%. For ORP (optional retirement plans, e.g., ING) – there are no updates on how the increased contribution will impact those plans. Currently, for ORP 1.5% of the employer contribution goes into PERS. Participation in supplemental retirement plans, e.g., 403B plans, remains low. HR will work to provide more information on these plans and the benefits of participating. Although the employer does not contribute to these plans, such plans provide additional benefits to the employee especially since these are pretax dollars. The max annual contribution to such plans has increased form $17,000 to &17,500.

- Health insurance – HR is responding to new requirements for AY 2014, 2015 under "OBAMA Care." Insurance exchanges have to be set up next year. HR is in discussion with Blue Cross Blue Shield to consider some issues that may be unique in Higher Ed, e.g., USM employees may travel out of network and may have different coverage needs. Cost is also an issue for those who want family coverage.

- Employee Assistance Program – General assistance/ referrals for , e.g., alcoholism, mental health issues, stress, family issues, etc. We currently don't have one an EAP plan, but do have an agreement with a local firm that provides assistance when there is a threat; an employee who is out of control.

HR Activities/projects
- Upgrading People Admin beginning Feb. 1 with hopes of full implementation by summer (it is a 14-15 week process). HR will be consulting with various groups for

feedback. Want to eliminate items that are not relevant and reduce redundancy; Wants to eliminate the email approval process, routing job descriptions, job posts, etc. through People Admin. The approval process will be streamlined. There was a lot of discussion among COC about problems and suggestions for the process and a request to clarify responsibilities for HR staff so chairs know who to contact for each task. COC requested representation of at least 2 chairs on any task force related to upgrades in People Admin.

- Policy and Procedures – HR will be revising policies /procedures; Revised the Employee Handbook last year. The Employee Handbook applies to everybody. All university policies are to be housed in one place. HR is looking across the institution to ensure policies are consistent. For example, the sexual misconduct policy is presented in a variety of versions, Employee Handbook, Faculty Handbook, Student Handbook, Affirmative Action website, etc. HR is working to identify such policies and work to ensure consistency and determine where each policy should reside.

-SOAR – Oracle will split the information currently housed in Campus Hub to separate student and HR data. Discussed the issue of inconsistent data, e.g., we have to put in a specific start date for new hires, but HR has to use a different date to ensure faculty are paid appropriately.

- Linda agreed to include chairs in discussions about People Admin upgrades and asked that COC send names of representatives to her who want to be included.

- Bill Powell – will be working on a way to collect information on credentials for adjuncts, TAs, etc. Some SACS institutions are breaking this down to qualifications at the course level. If it is not clear, then justifications must be provided. Must make sure documentation is on file. Bill will be visiting colleges to talk to chairs.

3. Old Business - none
4. New Business – several members left before this part of the agenda – no quorum existed at this point in the agenda, so no further business was conducted
    a) Election of Chair – elect
    b) Scholarly Misconduct Policy – suggested we bring in Sam Bruton to speak on policy. Also, there was a suggestion to invite Eddie Holloway to talk about student discipline issues and proceedings. There are concerns about how issues, such as plagiarism, are handled.
5. Announcements
6. Next Meeting February 7, 2013 – Speaker – Debbie Hill
7. Adjourn