

Staff Advisory Committee

May 13, 2015

The meeting was called to order at 10:00 a.m. by chairman Dona Gaynor.

Attending: Dona Gaynor, Liz Kyle, Evan Olsen, Chris Finn, Donna Cassario, Danielle (Maltese) Schukoske, Dominic Lombardi, Gayle Duncombe, Shirley Czekanski, Jason Griggs, Rupert Pattisson, Denise Flutie, Kathy Villegas

The minutes from the April 8, 2015 meeting were reviewed and approved.

The committee welcomed special guest Karen Gathercole, Director of HR

The benefits subcommittee presented Karen with the following recommendations to improve the Sick Leave Bank:

- Limit usage to a predetermined hour amount, 150 hours, rather than days. This amount is based on the number of hours that would not be covered for 12 weeks during short term disability.
- Reduce the required number of enrollment hours from 16 to 8.
- Replenishment of the bank, if needed, would be by donation rather than mandatory withdrawal from an employee's sick leave.
- Require a 48 hour minimum to enroll in the bank instead of 80.
- Allow employees to join the Sick Leave Bank prior to their one year anniversary.
- Market the Sick Leave Bank more effectively to employees.

Karen reported that the Sick Leave Bank has a healthy number of members and hours banked but no one has used it yet. Currently, employees enrolled in the Sick Leave Bank have 16 hours automatically deducted from their sick leave each year. This automatic deduction is a great burden on the HR office, and, it discourages employees from enrolling in the bank. Karen and the committee agreed that this part of the policy should be changed. The recommendation is to ask Sick Leave Bank members to donate additional hours if the bank should drop below a minimum number of hours rather than automatically deducting hours every year or when the bank becomes low on hours.

Karen was open to changing the initial donation to 8 hours rather than 16 but was not open to changing the required number sick leave hours to below 80 hours. This is required because employees much use their sick leave for 2 weeks before being eligible for short term disability. She was also open to marketing the Sick Leave Bank at open enrollment and giving employees the opportunity to sign up at that time. She will make recommended changes to the policy and share it with the committee for review and feedback. The committee thanked her for her time and willingness to work on the policy changes.

The committee then welcome special guest Greg Tsark, Vice President for Facilities Operations.

The chair sent Greg some of the concerns brought up at the last meeting in advance and he was prepared to report on those topics.

- A three way stop is being installed at the corner of University Blvd. and Country Club Road which should alleviate some of the traffic during busy times. They are also installing a side walk on the north side of University Blvd. this summer.
- Lighting has been measured at night on University Blvd and Country Club and it falls within acceptable levels. It was asked if lighting could be installed to blink when pedestrians are in the crosswalk but that is costly and the city does not have the money to address these kinds of issues.
- The crossing at Babcock Street has been determined to be safe by State standards (a formula based on the number of deaths attributed to the area in question) so it is unlikely a bridge or underpass will be approved. It has also been determined that the speed limit on Babcock St. is appropriate and will not be reduced because it will interfere with traffic patterns.
- Parking issues were also brought up and one suggestion was to require commuter students to park in satellite lots like other large universities. Additional parking spaces are expensive - \$5,000 per space for surface parking and \$15,000 per space for a parking deck.

The committee thanked Greg for taking the time to review our concerns and report on them.

The next meeting will be held on June 10, 2015 in 7th Floor Crawford at 9:15 am.