

# University Council

## MINUTES

NOVEMBER 6, 2014

1:15 PM

TALENT DEVELOPMENT AND  
HUMAN RESOURCES

MEETING CALLED BY	Elizabeth Erickson, Co-Convener
TYPE OF MEETING	Committee Meeting
FACILITATOR	Elizabeth Erickson, Co-Convener
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>In attendance: Matt Bungard, Theresa Beyerle, Margaret Canzonetta, Gregory Dieringer, Elizabeth Erickson, Bill Viau, Martin Wainwright</p> <p>Guest: Michelle Smith</p> <p>Absent with Notice: Mary MacCracken, Alicja Sochacka</p> <p>Absent without Notice: Dan Deckler and Jerica Rogers</p>

### Agenda topics

#### MINUTES

DISCUSSION	The minutes of the October 23, 2014 meeting were approved.

### SICK LEAVE BANK

Matt reported that CPAC, SEAC and others met to discuss the proposed Sick Leave Bank. Next steps include looking at the Bowling Green plan which seemed to cover everything that the group desired. The committee found some plans that were more restrictive in situations it will cover and others had broader coverage. There is a question on whether employees could bank sick leave or vacation leave. One thing that was very common with the plans was the formation of a committee which makes the decisions on who is awarded from the bank. The Committee works with the HR department to receive information without names to protect employees' identity.

Another next step includes surveying SEAC and CPAC members at a high level concept. Bill stated that if we look at a vacation policy, there are no exclusions which is different than a sick policy. There is also the issue of contacting bargaining units for represented staff. Dr. Erickson noted that faculty have no vacation time so could not contribute. They do have sick time which can be contributed. We need to look at the financial implications of the program. Matt stated that we can look at a model for non-representative groups but it is not meant to be exclusive. Matt will continue to bring updates to the committee.

### SUCCESSION/RETIREMENT PROCESS

The committee discussed emergency funding for critical needs for non-tenured faculty. It is too late to recruit for faculty on tenured track. Martin explained the non-tenured faculty only have time to teach. They do not have time to do curriculum planning, committee or service work. It's a recruitment problem. The University Council meeting is on the 18<sup>th</sup>. The subcommittee will meet and discuss.

There was a discussion about whether HR is notified, and if any deadlines are set, when an employee is set to retire. Bill indicated that CPAC and SEAC members are generally pretty good about notifying HR but faculty are not as good. Dr. Erickson noted that most faculty do not want to retire. The committee questioned whether there could be some incentives to retire.

The Committee discussed the need for process mapping of an employee's responsibilities and it could be part of every supervisor's role. It needs to be institutionalized. Margaret mentioned the example of the library using process mapping when a key staff member retired. The Committee may want to discuss this process further.

The University's Academic Leadership Program was discussed noting that several members felt it was a very useful program. The Committee could put in a

	<p>recommendation to have the program reinstated.</p> <p>The Committee needs to come up with some concrete recommendations for our report to the University Council.</p>
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**NEXT MEETING**

	<p>The next meeting is Thursday, November 20, 2014, at 1:15 pm.</p>