

**Employee Relations and Benefits
End of Year Report 6/1/2011**

Membership 2010-2011

Representative	Department	District	Term
Jayne Tang, Chair	Information Technology	2	2010-2012
Megan Black, Vice-Chair	Office of Admission	4	2010-2012
Pam Blessing	Teacher Education	1	2010-2011
Donna Evinger	Liaison, Human Resources	(3)	N/A
Pam Hopson	Multicultural Center	4	2010-2011
Charmaine McDowell	Extended Services, Organizational and Professional Development	3	2010-2011
Michelle Woodburn	College of Nursing and Health Professions	1	2010-2011
Jim Prior	Information Technology	2	2010-2011

Purpose of Committee as stated in the Constitution and By-Laws: Review salaries and benefits and make annual recommendations for changes; work with Human Resources regarding employee concerns and the process to address those concerns; recommend promotion and progression steps; address the relationship between administrators and the University as an employer; review, study, and recommend Senate action regarding performance, evaluation, professional leave, and policies and procedures which affect administrators' ability to function in their positions.

	Employee Relations		Status
1	Administrative Evaluations	1	Consulted with HR during FY 2010/2011. Donna Evinger came to a special Administrative Senate meeting in January 2011 to review the current draft and get input. Continuing into 2012.
2	Administrative Survey	2	Worked with OPRA to generate survey to administrators regarding interest in sick bank and fee waiver policies. Great response.
3	Expansion of Flexible work schedule	3	Consult with HR
4	Career Paths, Defined Progression Plan	4	Proposed for FY 2011/2012
5	Evaluate Salaries	5	Consult with HR FY 2011/2012

	Employee Benefits		Status
1	Assistance waiver program for degrees/programs not offered at USI	1	Constituent submitted an Item for Consideration regarding fee waiver assistance for doctoral degrees earned at other institutions because USI does not currently offer any doctoral programs except for the Doctorate in Nursing. This Item For Consideration is currently on hold pending better economic times and/or opportunities with other public/private institutions willing to work out a swapping policy.
2	Review sick time policy – eliminate the need to distinguish family sick days from employee sick days.	2	Sick Leave Proposal – Administrative Senate approved, Faculty Senate support, Staff Council Support. Carmen will deliver the proposal along with letters of recommendation to Dr. Draughon who will then present the proposal to Dr. Bennett on our behalf.
3	Review fee waiver policy for obtaining more than one degree at USI	3	Item for Consideration – Fee Waiver Policy Simplification. Next Step: Revise into a ‘no cost’ item and format as a proposal. Continuing into FY 2011-2012.
4	Sick Day Bank (sharing sick days)	4	Reviewed Faculty Senate’s work on this charge. Also added questions on Administrator survey to gage support.