

END OF THE YEAR REPORT, 2019-2020  
Employee Benefits Standing Committee  
of the Administrative Senate

Chair: Sarah Adams

Vice-Chair: Juzar Ahmed

Members: Nick Bebout, Deb Clark, Teresa Grisham, Mayur Gangala, Brandi Hess, Paula Nurrenbern, Laurie Wilson, Robin Sanabria, Jim Jones

Sub-committee Members: Allison Grabert, Carol Schmitt

Ex-Officio: Andrew Lenhardt, Director of Human Resources and Jake Hansen, Vice-Chair of Administrative Senate

*Committee Charge: Reviews salaries and benefits and makes annual recommendations for changes; works with Human Resources regarding employee concerns and the process to address those concerns; recommends promotion and progression steps; addresses the relationship between administrators and the University as an employer; reviews, studies, and recommends Senate action regarding performance, evaluation, professional leave, and policies and procedures which affect administrators' ability to function in their positions.*

The committee met on the following dates: July 22, September 12, November 14, December 12, February 13, April 1, and May 26. Subcommittees met at various times throughout the year as needed.

Our committee requested no funds for the upcoming biannual budget.

**During 2019-2020, the committee worked on the following items carried over from 2018-2019:**

- Sick Leave Bank/Pool (Chair: Allison Grabert, Laurie Wilson, Debra Clark, and Teresa Grisham) – Create a sick leave pool for administrative employees suffering from catastrophic loss and/or personal/familial illness. A subcommittee had drafted a proposal which the committee reviewed over the course of the year. The committee suggested revisions, and a new draft was written and discussed with Human Resources. The new draft was taken to Administrative Senate in May of 2020 and revisions were suggested. The committee edited the proposal again and came up with a final draft for the June 2020 Administrative Senate meeting.

Administrative Senate approved the recommendation 6/3/2020. Executive Committee is still waiting to hear on support from Staff Council and Faculty Senate, although Staff Council expressed support for an earlier draft.

- Extend tuition discount for employees' children from age 24 to 26 (Chair: Sarah Adams, Robert Threet) – The subcommittee drafted a proposal to extend the tuition discount from 24 to 26 for graduate students and add an additional 33 credit hours for graduate

students, and presented it to the committee for review in August of 2019. The committee voted to table the proposal due to concerns about budget and the similarity of the proposal to extending employee tuition credits to 18 hours (which was denied). Faculty Senate submitted a similar proposal for review to the Vice Presidents.

- Rule of 85 Retirement Policy (Chair: Carol Schmitt, Brandi Hess, Paula Nurrenbern, and Teresa Grisham) – receive retirement service payment and contribution to TIAA for additional 5 years. The subcommittee did not receive data on how many people are eligible for Rule of 85 retirement.

#### **New Items for Consideration during 2019-2020:**

- Additional days off (no subcommittee formed) – requesting three additional days off to increase employee morale. The committee voted in September of 2019 to propose that we receive the Wednesday before Thanksgiving and December 23 off as days that the university would be closed. No subcommittee ended up being formed to explore future dates as the new 5 year calendar included giving employees December 23 and the Wednesday before Thanksgiving off every year.

Administrative Senate approved the recommendation to ask for December 23 off 10/23/2019. The Senate felt that it was too close to the Wednesday before Thanksgiving to ask for that date. Executive Committee moved forward with the proposal, but it was rejected by President Rochon since the university had already advertised that we would be open on December 23.

- Lack of use of vacation time (no subcommittee formed) – this was based on an item for consideration about having flex time year around. The committee decided to pursue it based more on a focus on people not using their vacation time, since a large number of employees do not. The committee chair met with Staff Council to discuss a similar charge they were pursuing about a flex time preferences survey. The committee voted to support a Staff Council survey. Since the charge had turned into more of a professional development issue, the committee reached out to the Professional Development Committee to pursue the charge.
- Parental leave policy extension (no subcommittee formed) – extending the parental leave policy from 2 weeks to 6 weeks of leave. The committee discussed the item and decided to table the item until January of 2021 to have a better idea of the financial health of USI.

We leave the following items for next year's committee:

Rule of 85 Retirement

Parental Leave Policy Extension

Respectfully Submitted,

Sarah Adams, Chair

Juzar Ahmed, Vice-Chair