

Minutes
August 14, 2000
1:00 p.m. Henke Lounge

Guests: Mr. Greg Kliebhan, Mr. Toby Peters, and Mr. Steve Duffy

Members Absent/Excused: Jane Casper, Susan Michaelson, John Novotny, Alex Peete, Mike Wiedower, Ann Taghikhani

1. Vacation Policy Update – A general discussion of the policy occurred:

Policy change arose from Renewal Task Force's review of "Best Policies." Vacation payouts were escalating and significant savings were identified (based on past payouts). Fr. Wild also wants people to take time off to rest and renew themselves. Vacation days should be seen as a fringe benefit that is used to protect one's health. The timeline for people to use their vacation days was 2 and _ years from the announcement of the policy change. The Board of Trustees approved the policy change and reopening the issue is not an option at this time.

Supervisors must work to make certain their employees are able to schedule their time off. It was suggested that supervisors develop plans that consider all vacation time in their unit in an effort to minimize conflicts. Employees struggling to use their vacation time can choose to go to their area VP for assistance. VP's need to make certain that employees are able to utilize their available days off. HR can also assist if there are issues surrounding scheduling time off.

Giftng and donating unused days were not explored, as they are not possible under our policies. Extensions are not possible under current policy so employees need to work towards using their available time.

The difference in how days are carried between administrators and support staff is due to their being "exempt" or "non-exempt" staff.

Greg, Toby and Steve departed the meeting after the discussion ended.

2. Subcommittee Reports
 - a. Nominations, Appointments and Elections (SNAE)
 - b. Administrator Welfare (SAW)
 - c. Policies and Procedures (SPP)
 - d. Professional Development (SPD)

3. Update on Benefits

Open Forums August 16 & 17. The Wellness Committee (representing the three employee groups) may be reactivated.

4. Suggested Agenda Items

Alternative communication with people in our areas (e-mail/voice-mail)
Alcohol awareness issues
Research on benefits (drug costs)
Administrative sabbaticals

Next Meetings (Henke Lounge): 10/9/2000; 11/13/2000; 12/11/2000; 1/8/2001; 2/12/2001



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