

STAFF COUNCIL MEETING MINUTES
September 16, 2009 1:30p.m. – 4:30p.m.

PRESENT: Diana Agundis, Imran Ali, Chris Bensen, Edwin Darrell, Jennifer Divelbiss, Tuesday Few, Ravi Grover, Nancy Hashimoto, Janet Hickey, Linda Jepsen, Brian Maj, Jennifer McClelland, Eric Nelson, Valerie Paulson, Victoria Simek, Miranda Standberry-Wallace, Margaret Strzynski, Sarah Sucher, Peter Teel, Kurtis Todd, Julie Torkelson, Catherine Underwood, David Valadez, Tammy Wideman, Nancy Zawayta

ABSENT: Helen Brusek, John Fallara, William Kartsimas, Claire Paetsch, Hilda Weichert

GUESTS: Lon Batelli, Stephanie Furlan, Jane Gerard, Ed Gregory, Susan Janick, Bob Janis, Joseph Martz, Jose Perales, Rosa Perez, Cindy Summers

I. Call to Order 1:35p.m.

II. General Business and Announcements

A. August Minutes – Approved with no edits.

B. Announcements

1. St. Vincent's Week begins Monday, September 21st. Staff Council will be co-hosting a clothing drive with Faculty Council. Drop off locations are on our website, <http://staffcouncil.depaul.edu>.
2. The American Heart Association Heart Walk is on Friday, September 25th. Everyone is welcome to join Council's team.

III. Vincentian Family Initiative in Haiti, Laura Hartman, Professor, Department of Management

A. Opening Remarks

1. Next year will mark the 350th anniversary of the deaths of St. Louise de Marillac and St. Vincent de Paul. In honor of them, Vincentian Family leaders have developed goals to explore opportunities for micro-finance projects, to foster the participation of the Family throughout the world, to encourage active engagement of the Family currently in residence in Haiti, and to design a pilot project that could serve as a model for use in other regions.
2. Laura Hartman is leading DePaul's efforts including our involvement in the 2010 Vincentian Family Micro-Finance Project. This pilot project is working to help eradicate extreme poverty in the poorest country in the Western Hemisphere, Haiti. If successful, it can be replicated throughout the world.
3. To help the Haiti Project, Vincentian Family is creating a website to be launched in January 2010 that would allow members through the world to make donations, micro-loans, and SRI's to approved, sustainable projects in Haiti. The plan is to decrease Haiti's reliance on foreign aid and contributions and increase self-sufficiency.
4. They are looking to involve as many colleges, faculty, staff and students as are interested. The implementation of the pilot project has begun and will continue throughout 2010 and beyond.

B. Questions/Discussion

1. *Who else is involved with the projects committee?* The committee is lead by Fr. Robert Maloney, who is a Trustee at DePaul and former Superior General of the Congregation of the Mission. He is currently running an HIV in Africa program. There are also representatives from each of the Vincentian Family areas, including the Daughters of Charity and the Vincentians. St. John's University also has a big presence.
2. *Do you want us to individually reply to you or through Staff Council?* Anyone that is interested may contact me (Laura Hartman). As we get closer to launch date, there will be more information on the website. Each unit can do what they think is appropriate.

IV. Greening DePaul, Bob Janis, Vice President for Facility Operations

A. Opening Remarks

1. There has been a lot of questions and discussion about DePaul's sustainability and green efforts. Over the past 10 years, we have been doing many things but just have not advertised it. We felt it was good business and proper to be reinvesting in energy efficient alternatives.
 - a. McGowan South building certified LEED Gold by the U.S. Green Building Council's Leadership in Energy and Environmental Design Green Building Rating System. There are few science building that have received this certification. When McGowan North was completed 10 years ago, it was environmentally sound. Much has changed. The new building uses significantly less energy even though it is bigger.
 - b. Invested in alternative forms of transportation including CTA U-Pass, an I-Go program on campus, and adding bike racks throughout the campuses. There is a transportation intern in Campus Recreation to encourage usage of these alternatives.
 - c. Retrofitted fluorescent lighting systems through all campus buildings and added motion tracked lighting systems in many areas.
 - d. Installed water saving shower heads in all residence halls.
 - e. Working to encourage residence halls and employees to recycle more and educate students in residence halls on how to reduce their energy usage.
 - f. Currently purchase 3% of electrical energy from renewable resources. Looking to transition some of that expenditure to provide funding to purchase compact fluorescent bulbs to low income areas.
 - g. Completed changing mechanical equipment in Lincoln Park using a rebate program with ComEd. We have obtained millions in grant funding over the years to help fund other projects.

B. Questions/Discussion

1. *Who is the bike intern?* Her name is Amanda Kautzer in Campus Recreation.
2. *Is there a reason staircases in DePaul Center are not open?* It is a security issue more than anything.
3. *We have separate recycling bins, but is all trash picked through anyways?* There are liners in all the containers. All liners get pulled, but recycling is in its own liner. Any wet material in recycling does

contaminate the recyclable material. We do look through regular trash for obvious items, but paper must be trashed. Everything should go in appropriate containers. We have sent several groups to Allied National to show them how the process works.

4. *How are computers disposed of?* Information Services and Procurement have a disposal program in place.

V. Voice of Staff & Flash Poll Results, Nancy Hashimoto

A. Submission – I have been here over 10 years and I would like to know what happened to all the sick time I had.

1. Response – Diana Chin, Manager for Benefits and Compensation:

There is a sick time policy that an employee can refer to for questions regarding sick time accrual. In general, a non-exempt employee accrues sick time at a rate of two weeks per year up to a maximum accrual of 30 days. Once the accrual reaches 30 days, the employee stops accruing additional sick time until sick time from that 30 days is used.

The employee is welcome to call me if there are specific questions to his/her sick time accrual.

B. September Flash Poll: Will/did you attend Academic Convocation on September 4th?

1. I will/did – 40% (45 votes)
2. I will not/did not – 51% (57 votes)
3. I didn't know about it – 1% (1 vote)
4. I haven't decided – 4% (4 votes)
5. What is Convocation? – 4% (5 votes)

VI. Human Resources Update, Rosa Perez, AVP for Human Resources

A. Opening Remarks

1. There are several benefit changes for this year. The goal of the changes was to focus on managing benefit plans, cost containment, maintain current level of coverage, and promote employee wellness. We also needed to amend some of the plans due to federal and state legislation. Lastly, we are eliminating the Blue Cross Blue Shield (BCBS) traditional plan and migrating those employees and retirees to a different plan.
 - a. For 2010, medical plan premiums will increase by 12.3%. This is partly due to 13 large claims last year (claims greater than \$100,000). There were seven such claims last year and six the year before. The premium increase is also due to legislative actions by the federal and state governments.
 - b. For 2010, dental plan premiums will increase by 13.1%. This is due to increased claims and usage.
 - c. We are eliminating the BCBS traditional plan. This involves 49 active employees and retirees. As part of the transition, we are waiving the first year in network deductible. We are eliminating the plan because the

premiums are much higher and coverage less lower than the PPO.

2. The St Vincent's Health Faire will be October 6th and October 7th. Open enrollment will be October 19th to October 31st. All benefits eligible employees will be required to re-enroll for the benefit elections. Employees must also re-enroll in flexible spending accounts. Details will be available on Human Resources website at <http://hr.depaul.edu> and through multiple Newsline articles and email distributions.
3. The flu shot available at the Health Faire will be the regular seasonal flu shot. The H1N1 flu shot will be available to higher risk individuals through their regular health care provider. Promoting hygiene is the best way to control the flu virus. We are monitoring sick time on a quarterly basis. To date, the numbers suggest fewer sick days in 2009 than in 2008. At this point, we are seeing no trends.

B. Discussion/Questions

1. *I had heard that the current policy requires employees to have a doctors' note after three days of absence, but because of the H1N1, that requirement might be relaxed.* If you are away and sick with a fever, you should not come to work. It is on the H1N1 website. If you are sick, stay home. We are asking management to encourage this behavior and not be punitive.
2. *There are people concerned with health care reform. If the government passes health care reform in January, will our plan be affected?* It is impossible to know. If the government says we need to do something, we need to do it.
3. *When will the change in Illinois law for dependents change?* The mandate is for January 2010.
4. *With all the new state and federal mandates, we are increasing access. Should we expect claims to rise and premiums to rise next year?* Double digit increases are expected for years to come. Some employers are dealing with this with higher deductibles and higher co-pays. Cost containment at this point is critical.
5. *If an exempt employee takes vacation time, can they enter anything other than 7 hours?* The policy allows an exempt employee to enter ½ days or full days. If you are clocking hours other than those, you look like a non-exempt individual. We need to make sure we are applying the policy consistent with FLSA requirements.

VII. H1N1 Preparedness for Students, Cindy Summers, AVP for Student Affairs and Ed Gregory, Director of Business Continuity Planning

A. Opening Remarks

1. DePaul has an Emergency Planning and Crisis Response Committee that is chaired by Ed Gregory. We seem to be ahead of the curve on crisis management. There is always a new crisis, but we have managed them before.
2. H1N1 is difficult because it impacts the healthy college student. Community living on college campuses comes to play.
 - a. We have two reported cases of flu like symptoms. Fever is of most concern. You should be fever free for 24 hours before

coming back to campus. There is also one case in the shared UCC facility, a Roosevelt student.

- b. We are giving students the same information as faculty and staff. We recommend that students who are sick go home if possible. If that is not possible, self-isolate and notify their RA. We will work with them on bringing them meals and notifying their faculty.
- c. We are working closely with Sage Clinic who is putting out good information to us and our students.

B. Discussion/Questions

- 1. *Is there any information about staff?* One is not obligated to say what you are sick with. All you need to do is let your manager know that you are sick.
- 2. *Some have reported that there have been 13,000 cases of flu reported at some schools. Is that reasonable?* We have nothing to confirm or refute it. The southeast was hit hard. It does seem that the college aged population is being hit hard than usual. It is not necessarily any worse than seasonal flu, but it does seem to be highly contagious.
- 3. *If staff members self identify how do they report it?* Report it to your supervisor, and they will report it up through procedures they have been given.
- 4. *Are there any issues in the residence halls?* Students are aware of the issues. Posters are up, there have been floor meetings, and students are talking about it. There are many behind the scenes procedures in place.
- 5. *What is anyone's best idea about student workers who need the money but are sick?* If they are sick, they need to go home. It runs its course in 3-5 days.

VIII. Council Standing and University-Wide Committee Reports

A. Membership and Events

- 1. St. Vincent's week starts Monday, September 21st. Staff and Faculty Council's are co-hosting a clothing drive through October 2nd, with the clothes being donated to St. Vincent's Center.
- 2. Staff Council will host a table at the Health Faire. We will need members for 30 minute shifts.

B. Staff Resources

- 1. No update.

C. Fiscal Planning Advisory

- 1. Budget planning for the 10/11 budget began September 8th. SRAC meetings begin in October.

D. Diversity

- 1. No update.

E. Effectiveness

- 1. An email was sent to staff asking them to respond about interest in various areas. The intent was to have a pool of interested staff at large when committee openings occur.

F. Communications

- 1. We have started to send out two Staff Council emails to all staff every month.

G. Policy Review Group

1. PRG meets on September 15th. There are many Human Resource policies up for their 3-year review.

H. University Benefits and Compensation Committee

1. UBCC meets September 21st. No agenda has been set.

I. President's Diversity Council

1. PDC meets October 2nd. New member orientation is September 28th.

IX. Adjournment 3:58p.m.