

PSSO

ADMINISTRATION-BOARD MEETING MINUTES

January 31, 2018

Opening

The Administration Board meeting of the Professional Support Staff Organization (PSSO) duly called and held on January 31, 2018 at Western Michigan University commencing at noon in room 3080 Seibert Administration Building

Present - Shannon Rininger, Paige Warner, Beth van den Hombergh, Amber Hutson, Khanh Hoang, Tonya Dean, Terri Simmons, Pat Wilcox, Cindy VanderWoude, Warren Hills, and Jan Van der Kley.

Called to order: 12:02pm

Administration Updates

➤ **Budget:**

- The University is not expecting any deviations so the budget should remain on track for the year.

➤ **Enrollment:**

- Many factors change the look of enrollment. Fall 2018 is looking good but a .6% decline is anticipated. Smaller class size for juniors and seniors continue to impact total enrollment.

➤ **Capital projects**

- Bids are out for demolition of the Elmwood Apartments. These should be coming down this summer. The University has found other places for all the residents to live. The replacement housing should be ready by Fall 2020.
- A new master plan is being created for what is known as the campus's south neighborhood. <http://wmich.edu/news/2017/11/44075>. The balance of McCracken Hall should be demolished in 2019 after some of the machinery and paper processing is moved. In this area a new student center is planned and is anticipated to be open Fall 2021. The plan includes demolition of the residence halls and replacements using village concept housing being built by 2023. After the new student center is open the plan calls for the Bernhard Center to be razed.
- Wayfaring has had lots of progress in the last few months. Along with newly designed street, building, and parking signs are the new lighted WMU signs along major entries onto campus. Look for a rolling marquee sign along Howard Street by Miller Auditorium to be active soon.
- It has been noted that the University's current budget allocation does not reflect WMU's strategic plan. There is a big change coming to WMU's budget process. The University will be going to a responsibility centered budget, something more corporate to better align resources. There will be accountability for areas to justify and determine how to manage their needs and afford what they want. WMU will be looking at every aspect of funding and how best to change and improve the

existing process. Transparency is going to be part of the new process. The University is looking for input from everyone. A System Implementation Team will be formed to create the new process. The goal is to have the new budget model for WMU within three years. Be sure to watch for future updates.

➤ **Human Resources**

- The FMLA process at WMU has been modified. Employees are no longer able to use sick leave for an extended absence prior to enacting FMLA leave. The modification for an extended absence enacted January 1, 2018, means that when an employee has FMLA approval, sick leave and FMLA time away from the office will run concurrently. The FMLA occurrence now starts with the actual event date. Human Resources is working on a web presence that explains FMLA, the law, and how paid leave works.
- The university has contracted the services of CapTrust, a fiduciary fund management firm, to review current Fidelity and TIAA fund offerings and fees. By partnering with CapTrust as our fiduciary, their role ensures that there will be no conflict of interest between the financial advisor, the funds, and advice offered to the investor. Employees will have more tools readily available for making informed decisions on their asset allocation and crafting a retirement plan that best meets their individual needs and long term goals. CapTrust, an on-line presence that allows for individual consultation and investor/advisor in real time. Please watch for communications from Human Resources, beginning in March, for the start of this program roll out. A series of town hall meetings will be scheduled.
- Professional Development-Dr. Sue Stapleton, Dr. Diane Anderson, and Dr. Martha Warfield have been working on this as part of the WMU Initiative.
- Per Warren Hills, supervision of student employees is a component of the individual job content tool evaluation and is factored into in the new Employee Compensation System when rating individual jobs. If you currently supervise student employees and supervising student employees is not added to your job description's content tool, go to your supervisor and work to get your job description resubmitted.

➤ **What would Senior Leadership like to see from staff?**

- In a few weeks Senior Leadership will be looking for volunteers for the Institutional Stance on Title IX committee. Warren Hills will be the contact for this.
- Felecia Crawford updated the Board of Trustees about the WMU's sexual harassment policies. The University is trying to get the word out that sexual harassment is unacceptable. WMU has been working on this. WMU retained a law firm to design Title IX policies. They did on-line training. They want everyone to keep talking about this. If you feel, see or hear something, raise questions.

Adjournment

Meeting adjourned at 1:27p.m.

Respectfully submitted by: Pat Wilcox