

PSSO

ADMINISTRATION-BOARD MEETING MINUTES March 22, 2018

Opening

The Administration-Board meeting of the Professional Support Staff Organization (PSSO) duly called and held on March 22, 2018 at Western Michigan University commencing at noon in the Bernhard Center Faculty Dining Room

Present - Amber Hutson, Paige Warner, Beth van den Hombergh, Terri Simmons, Pat Wilcox, Dr Warren Hills Assoc. VP for Human Resources, and Jan Van der Kley VP for Business & Finance.

Absent: Shannon Rininger, Tonya Dean, Khanh Hoang, Cindy VanderWoude

Called to order: 12:03pm

Discussion Items:

➤ **Family Medical Leave Act (FMLA): Per Dr. Warren Hills, Associate VP of Human Resources**

- A change occurred to FMLA effective January 1, 2018 but the only change per Warren, is that FMLA must now start with the event date.
- Warren pushed for this change to help make WMU compliant with Federal Law and consistent with every employee.
- Federal FMLA Law protects the employee's employment for 12 weeks.
- FMLA law does not guarantee that your specific job is protected but rather that a job is available to an employee on FMLA.
- WMU has its own unpaid one year leave policy for medical issues.
- Employees that need FMLA should always work directly with their Human Resources Rep.
- The University is currently running with 80-120 FMLA cases.

➤ **Harassment/Bullying/Incivility:**

- WMU has a civility statement which can be accessed at:
http://www.wmich.edu/sites/default/files/attachments/u370/2016/Civility%20Stmt.7-27-16_0.pdf
This statement was developed through the Faculty Senate. The statement was presented to the Board of Trustees in 2015 to be acknowledged and endorsed. It became effective when it was signed by then President Dunn on May 9, 2016. Here are some of the topics discussed with Warren and Jan:
 - Staff are concerned that their issues will not be taken seriously and fear retaliation.
 - Incidents need to be formally reported to Human Resources or Office Institutional Equity.
 - Staff can be assured that every complaint is taken seriously, investigated, acted upon or dismissed.

- People think nothing is done because the outcomes are private and not discussed with anyone, including the person filing the complaint.
- Bullying or harassment can just be two people not getting along.
- Title VII and Title IX claims are investigated by Office of Institutional Equity (OIE). If it is determined by OIE that the claim does not relate to Title VII or Title IX, then OIE will send the employee to Human Resources.
- WMU has a no retribution policy for those that file a claim however; some employees are afraid to file a complaint.
- WMU has a “no retribution” policy for those that file a claim.
- Human Resources and OIE also need to guard against false allegations and see that all parties are treated fairly.
- Human Resources tries to keep everything confidential.

➤ **BCBS HMO Plan:**

- It was brought to the PSSO Board that employees are having trouble navigating the new BCBS HMO plan with relation to what is covered, what is not, and the co-pays with services. Warren suggested that employees with questions contact Melissa with BCBS or talk to Sue Rodia in HR. BCBS has a portal which employees can log in to also find information regarding this health care plan.

➤ **Human Resources- Dr. Warren Hills, Associate VP of Human Resources**

- The University is currently working on getting everyone involved with the University’s anti-bullying and harassment policy. President Montgomery wants to hold an event that includes a proclamation regarding anti-bullying and harassment. Attendees of this event will be able to sign the proclamation. WMU retained a law firm to help the University Design Title IX policies. The Administration wants everyone to keep talking about anti-bullying, harassment and sexual harassment.
- Human Resources has contracted the services of a company called Everfi, that will provide different types of training modules. Everfi has an incredible library for training and WMU employees will be able to use this tool for professional training. Once this is set up and ready to go employees will be able to log in using GoWMU.

➤ **New Budget Model-Jan Van der Kley, VP of Business & Finance**

- In the fall of 2018, the University will begin the process of creating a new budget model. Currently, there are two committees being forming, one for the development and implementation and the other for revenue and expenses. There will be a PSSO representative on each committee. Work is slated to begin in September. Committee members and supervisors will receive a letter from Jan. Members are expected to attend all meetings and participate in subcommittees. The University anticipates this to be a three-year project, with the new budget model implemented in 2021.

Adjournment

Meeting adjourned at 1:58p.m.

Respectfully submitted by: Pat Wilcox