**COSW Minutes**

October 28, 2011

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**Present**: Valerie Casey, Sherry Duffy, Pamela Feldhoff, Jeanne Guerrero, Andrea Gobin, Barbara Hanger, Shirley Hardy, Dawn Heinecken, Nancy Knadler, Sharon LaRue, M. Cynthia Logsdon, Missi Moutardier, Gale Rhodes, Melissa Long Shuter, Nancy Theriot, Georgette Moore and Jhovonn Nelson **Guest**: Darrell Griffith, Dianna Zink

**Absent**: Laurie Ballew, Nancy Barr, James Brown, Sam Connally, Susan Duncan, Robert Goldstein, Brenda Hart, Marcia Hern, Casia Horseman, Sharon Kerrick, Ann Larson, Kenyatta Martin, David Owen, Kathy Pendleton, Margaret Pentecost, Mordean Taylor-Archer, Tammi Thomas and Martyna Warren

**Minutes**: A motion to approve the minutes from the September 23 meeting was made by Cindi Logsdon. The motion was seconded by Andi Gobin and passed after vote.

**UofL Cares Campaign**: Darrell Griffith, a Cares advocate, came today to speak to the COSW for a few minutes about the campaign. UofL Cares is a campus community giving campaign that supports five organizations that make a difference in our community; Community Health Charities of Kentucky, Funds for the Arts, Kosair Charities, Metro United Way and WHAS Crusade for Children.

**Chair Update**: Valerie reported updating Task Force and Recommendation goals chart. Her updates were sent to committee chairs who were asked to review.

* Valerie pulled out the recommendations from the master chart which relate to HR and included the current status of each recommendation.   Chairs were asked to review each item and send (Valerie) any updates or additions.
* Sam reported changes with Great Places to Work at the last meeting. As Kim Maffet recently took a new role as Associate Athletic Director, Sam, Mordean Taylor-Archer and Beth Boehm will co-chair this initiative. When asked where they would get ideas to implement, Sam said from Staff Senate, Faculty Senate, CODRE and the COSW. It is therefore very important to have feedback from these groups (especially COSW’s Integration of Work and Families). David is out on sabbatical but Valerie will meet with them (IWF) today.
* At the last COSW EC meeting, the EC asked Valerie to contact Dale Billingsley about the Alcohol and Sexual Harrassment Committee he is spearheading. He invited the Commission to have a representative on the Committee. Margaret Pentecost agreed to represent the COSW. The Commission offered to pay for the registration of one person from the Alcohol/Sexual Harassment.edu Committee to attend training in Lexington.

**Tachau Award**: Valerie reported that 4 nominations were received. Six COSW commissioners volunteered to be the review committee.

**Admin. Finance and Outreach**: Valerie represented the COSW on this committee. They reviewed finance sustainability. Valerie will let the COSW know more as she learns more.

The Provost invited the COSW to present the Cohort report to the Chief Academic Officers at their November 16 meeting. Because the date is the same as the Elizabeth Cady Stanton luncheon that the Women Center is hosting, Susan Duncan will make the presentation.

**Early Learning Center Update**: Diane Zink reported on the progress of the Early Learning Center.

* MACY Accreditation (400 criteria has to be documented—each classroom must document;
* The quality of personnel has improved (advanced….)
* Focused on team building
* Collaborating with Family Scholar House
* Involved with Sustainability Campaign
* Recently purchased back-packs that could be taken home by families. The packs contained books that students are using;
* Zink’s next big push is making a connection with Autism Center.

The COSW was thanked by Zink on behalf of the recipients of the Barbara B. King Scholarships. The recipient of the $500 award given by the COSW was Chantel Kendrick. The recipient of the $500 award given by the CODRE was Breanna Detenber.

**Communications Update**: Jeanne Guerrero reported that Melissa Shuter was now a member of the Communication committee.

* The EC has granted additional funding. Jeanne is working with Creative Solutions to make a newsletter template;
* The committee will do a rough draft that will be send out to all committee members;
* The committee has discussed getting the COSW promotional video on the main web link and/or sending copies of the video to academic deans to share with their staff.

**Integration of Work and Family**: No report. Valerie will meet with the person on this committee immediately following the general meeting today to begin setting goals.

**HRAC Update**: Margaret Pentecost was not present but submitted an electronic report that was shared at the meeting (see attachment)

**PEACC:** Sharon LaRue reported the showing of the film *Sin by Silence* at the Brandeis School of Law on November 8 at 5:30 p.m. The film was shown on the Discovery channel on **Monday, October 17 at 8 PM ET/PT.** Watch for other viewing times. Other events for PEACC during the month of November are the International Student Luncheon in the Red Barn on November 17 from 12-1:00 p.m. and *She ROARS!!* on the Health Sciences Campus also on November 17. It will be an opportunity for women to speak out against oppression.

**Announcements**

* **Minx Auerbach Lecture** – Nancy Theriot reported that the Auerbach Lecture would be on Thursday, March 22, 2012 at the Speed Museum. Norma Ramos, Executive Director and Founder of the *Coalition Against Trafficking in Women* will be keynote speaker.

Adjournment to committee meetings

**Human Resources Advisory Committee (HRAC) Report**

**October 2011**

**Presented by: Margaret Pentecost**

**Summary of Health, Dental & Vision Insurance Changes for 2012**:

* The summary was reviewed. *(See link at end of this summary)*
* When an employee is on leave without pay (LWP) or on COBRA, the employee (in the past) has been charged the combined cost for employee and university health premiums. A proposal would be for the employee to pay for the combined employee premium along with only what the department would not be paying (instead of the full university subsidy). The departments currently pay $631.00 per employee. Feedback included that this sounds reasonable as long as we can afford it; employees are already in a difficult situation if they are on LWP or COBRA and this goes along with the Great Places to Work opportunities. Will review to determine if this recommendation is affordable.

**Walgreens**:

* A communication will be going out regarding Walgreens and Express Scripts.
* Independent pharmacies have an opportunity to get into the Express Scripts Plan as long as they are willing to accept their rates.
* A letter in response to Walgreens cards received will be mailed out to the individuals who have sent them.

**Performance Management**:

* Five open forums have been held.
* The Performance Management and Staff Development Plan draft was reviewed. *(See link at the end of this summary)*
* The Performance Mgmt Committee members are encouraging comments and feedback and today’s comments were noted.
* In the 2011 evaluation of employees, ratings do not need to be used if they were not explicitly part of the work plan created for this year.
* A suggestion to make the form more marketable was made.
* Phase 2 will link evaluation policy to merit increases.
* Phase 3 will consist of maintaining the program and continued training. Information gathered from performance forms into a database would be valuable. This will be possible when we are able to purchase an online tool. At the current time, there is no funding or enough resources to support this purchase.
* Self-Evaluations Updates and Recommendations:
  + The proposal is to make self-evaluations mandatory for the supervisors to provide to their employees.
  + The employee has an option of whether they want to do the self-appraisal or not.
  + The Staff Senate Policy, Economic and Development Committee (PEDs) feels like the employee should be mandated to do a self-appraisal. The PED also thinks the supervisors should be evaluated.
  + The self-evaluation will be part of the performance management form.
* Training:
  + HR will be conducting campus-wide training for 1650 supervisors. The decision as to whether this will be mandatory will be decided by the Provost, Deans and VP’s. Trainings will be 90 minute sessions.
  + Training should include handling the natural reaction of defensiveness.
  + Employees in non-supervisory positions should have the opportunity to have training on the new evaluation form and process.

Related documents from the October meeting can be found at <http://louisville.edu/hr/itemsofinterest>