

**PED Meeting: September 24, 2019**

**Members Present:** Virginia Hosono, Jared Neal, Kathy Brashear, Patti Williams, Candace Allen, Martin Brown

**Invited Senator(s) Present:** Andrew Grubb

**FY20 PED Mission and Goals:**

The committee reviewed the previously set mission and goals for 2019-20. It was decided to schedule a meeting with Mary Elizabeth Miles to identify policies to consider in order to meet our goals as well as address any other items we identify.

1. Review current policies and look to updating as needed.
2. Increase the economic portion of our committee's charge by working to gather and promote transparency in sharing economic information when it directly effects staff in a timely manner.
3. Continue to provide recommendations to enhance staff climate policies.

**HRAC:**

Todd Kneale presented the committee with the changes to insurance premiums for the upcoming benefits enrollment. We can expect to see an increase ranging anywhere from 6.0-9.9% depending on the plan that you have. The major changes to the plan would include a change for the ER copy from \$100 to \$150. The Committee was also presented with a communication timeline as to when and how information would be rolled out to faculty and staff. A calendar was requested to be posted regarding when things occur as they pertain to our benefits.

**Shared Leave Update:**

Virginia plans to meet with Mary Elizabeth Miles next week to review the Shared leave policy, FMLA and Temporary medical leave.

**Action Request:**

PPD Guidelines

The policy and procedure manual for PPD is outdated and needs to be updated. Barbara Bishop has asked the PED committee to review the manual and assist with the update when appropriate.

**Other Updates:**

Job Descriptions:

A concern was raised by a constituent over HR removing the job descriptions while they are updating them. There are also concerns that if we ask for something from HR up-front it will give them the opportunity to kill the idea.

Hiring Practices:

There was discussion of the discrepancies in hiring practices on the two campuses. Before HR moves forward, we would like the opportunity to discuss items with them. For example, there is no one type of LabTech IIIs, however, there is only one job description.

Career Path Opportunities for PPD:

This is a program that allows staff to take courses at JCTC, the program requires the University to agree to certain stipulations, but they have not agreed to do them yet. Karan Chavis would like PED support. Virginia will invite Karan Chavis and Barbara Bishop to talk to us about the program.

Grant Employees:

A constituent requested that PED review how grant employees are affected at the end of a grant period. The committee received a request to determine if there should be a policy or mechanism to see if the university could identify a mechanism to retain these employees.

Departmental Guidelines review: Committee members questioned if there was a set procedure for departmental guideline development and review. Virginia will check with HR for guidance.