

CHARGE: To recommend policies and to advise the University Administration in matters relating to employee benefits.

Reports jointly to: Commission on Staff Policies (CSPA) and Commission on Faculty Affairs (CFA)

## **Employee Benefits Committee**

March 13, 2019      3:30PM to 4:30PM

HR Conference Room, NEC

Attendees: Margaret Radcliffe, Sarah Owen, Ford Ramsey, Rick Ashley, Leisa Shelor, Sarah Leftwich, and Marie Bliss.

### **AGENDA**

1. Called to order 3:35 p.m. by Dani McNiel.
2. Approval of previous minutes
3. Update on survey distributions – Leisa Shelor
  - The HR Information System team will be able to identify university staff members in Banner and pull a list of those email addresses.
  - In order to have survey results by our next meeting and to allow two weeks for staff members to complete the survey, the survey needs to be emailed out by Monday, March 25<sup>th</sup>.
    - Sending the survey first thing Monday morning will help limit the survey being “lost in the shuffle” of emails
4. Update on history of Radford University and James Madison University’s winter closing policy – Leisa Shelor
  - Radford has been using their current winter closing policy since 2000.
  - JMU has been using theirs since 1999.
5. Discuss winter closing survey communications
  - Dani presented several other VA universities’ websites to show how those schools communicate their leave policies and holiday calendars.
  - The committee reviewed and suggested edits to the first draft survey and FAQs regarding winter closing.
    - Leisa Shelor, Marie Bliss, and Dani McNiel will take the committee’s suggested edits and prepare a final draft of the survey to send out for the committee’s review during the week of 3/18.
    - Leisa, Marie, and Dani will apply the final edits as recommended by the committee and coordinate with the HR leave team to send the

survey email out on the morning Monday, March 25<sup>th</sup>. The survey will be open two full weeks and will close at 5:00 p.m. on April 8th.

6. Next meeting

- 2<sup>nd</sup> Wednesday of month – 3:30-4:30
  - 4/10/19 – discuss survey results and draft resolution
  - 5/1/18 – Finalize resolution to send to CSPA

7. Adjourned at 4:23 p.m.