Monday, October 24, 2016

12:00 – 1:30 p.m.

Cline Library, Room 169 (Teaching Commons)

**Minutes**

**Attending:**

*  Heidi Feigenbaum; Heidi.Feigenbaum@nau.edu
*  Sharon Gorman; Sharon.Gorman@nau.edu
*  Jamie DeVlieger; jd434@nau.edu
*  Carmen Phelps; Carmen.Phelps@nau.edu
*  Susan Lauer; Susan.Lauer@nau.edu
*  Carol Lorek; Carol.Lorek@nau.edu
*  Jamie Baxter; Jamie.Baxter@nau.edu
*  Priscilla Mills; Priscilla.Mills@nau.edu
*  Sage Argyros; sga46@nau.edu
*  Maggie Wright; mew257@nau.edu
*  Maggie Vanderberg; mlh395@nau.edu
*  Dan Kain; Daniel.Kain@nau.edu
*  Samantha Clifford; Samantha.Clifford@nau.edu
*  Mary Kate Wolter; MaryKate.Wolter@nau.edu
*  Emilly Borthwick-Wong; Emilly.Borthwick@nau.edu
*  Julie Piering; Julie.Piering@nau.edu
*  Nena Bloom; Nena.Bloom@nau.edu
*  Diane Verkest; Diane.Verkest@nau.edu
*  Larry Gallagher; Lawrence.Gallagher@nau.edu
*  Naomi Bishop; Naomi.Bishop@nau.edu

**Meeting started by Co-Chair Heidi Feigenbaum, at 12:30pm.**

**1. Welcome and Introductions**

* 1. 2. Announcements: a. If you are new to the Commission, email Sharon to be added to the Listserv and the BBLearn. You can also elect to be part of one or more of the sub-committees.
	2. b. There is now a Wall Street Journal article on The Case for Day Care at the Office on the Bb Learn Shell.
		1. c. Sharon and Heidi recently had a meeting with Dr. Phelps on data design, gathering, and usage: i. Talked about the possibility of getting data from exit interviews
		2. ii. Talked about wanting to take a look at CSW’s Strategic Plan, to look at what data needs to be gathered to further it, and the University’s Diversity Strategic Plan.
		3. iii. There are samples of exit surveys from other institutions on the BBLearn shell.
		4. d. The Title IX Symposium was not able to be scheduled for November, because of scheduling issues. There is a possibility to move it to Spring 2017. This will be talked about further at the next CSW meeting.
	3. **3. Report from Welcome Tea** i. The Welcome Tea was successful, with a good turnout of new faculty and staff.
	4. ii. All three groups presented (CSW, ASWI, and AAUW), then Dr. Phelps, and then there was a good amount of open discussion
	5. **4. Diane Verkest from HR – issues related to Family Medical Leave (FML) a. 6 weeks of paid leave at ASU/UofA, could the same be done at NAU?** i. Board policy has not authorized to add additional paid leave
	6. ii. Recently looked at all types of leave available under Board policy, and what is paid vs. not paid. Presented this to the Benefits Committee, and what it came down to were benefits and compensation issues.
	7. iii. Have recently checked in with ASU and UofA regarding their paid leave policies, and the biggest challenge they talked about was how to back-fill for paid parental leave.
	8. **b. Cost neutral changes to FML: intermittent leave, both parents allowed 12 weeks, donating leave, etc.** i. Staff are currently working on cost neutral policy changes to FML, to allow NAU to go broader than the Federal Law. Currently, it will be Spring 2017 before there will be a campus review on leave policy.
	9. ii. Once the new policies are ready for review, they will be posted on the “Policy Review” page to look at and give recommendations on.
	10. iii. In response to a question regarding whether new NAU employees could bring a portion of their vacation from their previous Institution, Diane summarized: 1. Not sure how that would look. There would be a cost associated with all types of leave, such as; how do we handle the workload, and how does it impact other employees that are handling that workload? When employees come in with a “balance,” their Department is responsible for it.
	11. 2. NAU does have “Compassion Transfer Leave,” which has its limitations, and does not apply to everything.
	12. **c. Department of Labor “Paid FMLA” Grant** i. Department of Labor has a grant, which needs a Principle Investigator, and will be posted in May 2017 to apply to. CSW should identify a Principle Investigator to look into this Grant.
		1. **5. Diane Verkest from HR – issues related to recruitment/retention** a. Exit interviews i. It is voluntary, using a post card mechanism to invite employees to take the survey. HR has discussed having “timed emails” to get more responses. It is also not easy to currently find the Exit Interview on the website, so there is also discussion about putting it under the employee section on the website.
		2. ii. Top reasons for leaving: poor salaries, leadership challenges, salary-market competitiveness, poor supervision.
		3. iii. HR is hoping to be able to modify the Exit Interview by next Spring.
		4. iv. CSW members should look at the Exit Survey, the sample exit surveys, and even do their own research, and come to the next CSW meeting with recommendations for how to change the Exit Survey.
	13. **6. NAU Workplace survey – presenting results and getting feedback with Priscilla Mills** a. NAU has been collecting data by having employees participate in a survey by Chronicle entitled “Great Colleges to Work For.” It is an all-encompassing survey to get at what employees do and do not like about working for NAU. The results from the 2015 Survey are now available.
		1. b. There is an email that anyone can send more feedback to: feedback@nau.edu i. Needs that were identified on the Survey: benefits, salaries, classroom space, remove confusion between extended and mountain campuses, day care, and better parking.
		2. ii. Positive things identified on the Survey: family feel, benefits, flexibility with schedules, true sense of support among departments, cost of education, job security, significant training opportunities, counseling, bus passes, and Jack Dollars.
		3. c. Priscilla asked the CSW meeting members for suggestions for possible changes to make to NAU, and why do you stay: i. Salary inversion is a problem: there are a lot of unfair salaries, or fixed salaries, with limited opportunities for raises.
		4. ii. NAU should have a mechanism that supports employees who want to go from temporary or part time to being a permanent employee.
		5. iii. NAU needs to better support staff and faculty that want to do research.
		6. iv. There is not affordable housing for faculty and graduate students who come to Flagstaff with families. Many can’t afford Flagstaff, and therefore won’t come.
		7. v. Why do you stay: Flagstaff is a beautiful town, better benefits than other places in town, responsiveness of HR, and large coverage of insurance.
	14. **7. Scheduling of classes with College Net – teaching “after hours” (Julie Piering)** a. Philosophy department received an email that about 50% of their classes do not have classrooms. Have been informed that at least one other Department is the same. Currently, only half of their instructors, for Spring, have classrooms
	15. assigned. University has moved (either fully or partially) to “College Net,” with an ultimatum proposed: 25% of classes need to be taught outside of peak hours.
	16. b. Teaching outside of peak hours poses a problem to many, especially those with young children.

**Meeting called to end at 1:35pm by Co-Chair Sharon Gorman.**