

BUSAC Meeting Notes 6/2/22

Maryanna Aldrich - Dist. A

Lauren Jordahl - Dist. A

Shane Dunn - Dist. B

Mel Ptacek - District C

Victoria Felson - Dist. C

Lanni Isenberg – Dist. C

Christie Barone - Dist. D

Rise Singer (Chair) - Dist. E

Jacob Sajinyan - Dist. F

Tessa Venell - Dist. F

Ania Morris – Dist. G.

Mai Dewees - Dist. H

HaydeeVazquez - Dist. I

Rachel Elliott – Dist. I

Judy Thornton – Dist. J

Dana King – Dist. J

Walt McGough - Dist. K

Aimee Slater – Dist. K

Kate McNally – Dist. K

Eli Jacobson - At-Large

Melissa MacKay – Notetaker

Others in Attendance:

Sam Solomon, CFO and Treasurer

Robin Switzer, Vice President of Human Resources

Chair introduced the new members of BUSAC and thanked those members who will be departing. There is a big appreciation for the work completed in the last year.

- **Update from Human Resources**
 - **403b Plan Updates** (Sam Solomon)
 - Sam Solomon shared that the 403b plan will be consolidating to a single record keeper, Fidelity Investments. This is a common practice among colleges throughout the country.
 - This will help lower costs and be more efficient
 - There will be two upcoming forums, on June 7th and 9th, for employees about the changes, which will formally take place in November.
 - **Total Rewards Committee** (Robin Switzer)
 - Robin reported that the issue of the discrepancy between 403b matching funds for non-exempt vs exempt employees has gone to the Total Rewards Committee. He is hoping for a recommendation, but there are financial impacts involved with making this change and those need to be addressed.
 - Tuition remission for spouses is another topic for the committee.
 - Maryanna Aldrich asked about health insurance and the discrepancy in cost between exempt and nonexempt employees. Robin mentioned that the committee will be looking into this matter.
 - The Committee is pushing forward towards approval for two initiatives:

- Creation of a Staff Emergency Loan Program for those in a financial crisis (for example, losing a home in a fire).
 - Vacation time accrual for non-exempt employees will be the same as exempt employees effective 1/1/2023.
- **Performance and Salary Review Process** (Robin Switzer)
 - Robin shared that this will be the last year of using paper forms for performance reviews. Workday will be used in the future.
 - Performance Reviews are due by June 10
 - Salary increases can be directly loaded into Workday and managers have until June 17th to complete this process.
 - Managers should be explaining to staff about the salary increases, which will be 2.5%. There is a smaller pool of money (0.25%) intended to address equity, underpayment, and competitive market issues.
 - Staff must meet or exceed expectations for a salary increase.
 - Several BUSAC members stated that they feel communication from administration has not been great, particularly to non-managers. Also, with inflation, some feel that salary increases are too low for a staff that feels undervalued. It was expressed that a Town Hall specifically on these issues should be held in the near future.
- **Call for Nominations for New Chair**
 - Individuals may nominate self or nominate others by Friday, June 10
 - Statement of Interest is required by June 21
 - Reps will vote at next meeting, July 7
- **BUSAC Subcommittee and External Working Group Updates**
 - **Elections Subcommittee Update** (Maryanna, Eli, Jacob)
 - Subcommittee is recommending improvements to the process for electing the member at large. Related draft charter amendments proposal was sent to BUSAC members for review. Draft will need to be updated again.
 - After revisions, the Chair would like BUSAC to review and vote virtually before July 1.
 - **Diversity, Equity & Inclusion (DEI) Subcommittee** (Victoria, Walt, Kate, Jacob, Melissa)
 - Victoria met with Melissa Ptacek regarding advocating for improved processes for staff who need reasonable accommodations.
 - Melissa is forming a new staff affinity group who identify with disabilities.
 - There are several DEI organizations on campus. How do they relate and work together?
 - Lee Bitsoi will be attending July 7 meeting
 - Impact of Workday Profile Effort (working with Bhavikkumar Desai)
 - Workday profile, in general, went live from 7/1/20-12/20/20
 - BUSAC effort to get community to update Personal Information in Profile started 12/21/20
 - From 12/21/20-5/24/22, there were 1303 changes from 1081 individuals (including 488 students)

- As of 5/26/22, there are still 394 active or on-leave employees (159 faculty and 235 other employees) who have not filled out “race/ethnicity” field
 - **Communication Sub-Committee** (Christie, Tessa)
 - Items from this meeting (change in vacation accrual for non-exempt employees and staff emergency loan program) can be added into the annual report.
 - **Public Safety Committee** (Lauren)
 - No updates
- **Other BUSAC Business**
 - **BUSAC Redistricting** (Victoria, Tessa, Mai, Eli)
 - Many questions before action. Would like feedback.
 - **Online Directory Improvements** (Judy)
 - No updates
 - **BUSAC Funds** (Rise)
 - There are still funds available for district needs or events and for the notetaker’s stipend.