

Faculty & Staff Benefits Committee

Meeting Minutes

April 22, 2019

12:30 p.m. to 2:00 p.m.

Human Resources IC-105 Conference Room

3280 Progress Drive, Suite 100

MEETING CALLED BY:	Edwin Torres, Chair
ATTENDEES:	Maribel Amaro-Garcia, Lynda Dennis, Dennis Dulniak, Frank Guido-Sanz, Tania Gutierrez-Catasus, Joanne McCully, Jodie Nichols, Peggy Nuhn, Karen Sgambati, Edwin Torres, Xiaochuan Wang
ABSENT:	Maureen Binder, Shelia Daniels, Synithia Dowdell, Cecilia Elias, Ann Gleig, Kathie Holland, Lin Huff-Corzine, Brian Kim, Ashley Longoria, Axel Schulzgen, Justine Tigno-Aranjuez, Stacy Van Horn

AGENDA TOPICS

TOPIC 1: WELCOME		CHAIR TORRES	
DISCUSSION	Chair Torres welcomed the committee at 12:26 p.m. on April 22, 2019. <ul style="list-style-type: none"> • A motion was made by Frank Tania Gutierrez-Catasus to approve the minutes from the previous meeting on March 18, 2019. The motion was seconded by Joanne McCully and passed unanimously. • No agenda items were submitted for this meeting. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
No action items.			

TOPIC 2: HR MEMO		CHAIR TORRES	
DISCUSSION	<i>Chair Torres read the following HR Memo to the Committee:</i> The HR ex officio members of the Faculty & Staff Benefits Committee will not be in attendance at the upcoming meeting on April 22, 2019. However, since this will be the Committee's final meeting of the semester and there were requested follow-ups for action items tasked		

to HR pursuant to the March 18th meeting, we are providing responses via this memo for you to convey.

Update on OPS Population Evaluation Plan

UCF does not currently have an OPS review underway regarding paid leave situations. As the minutes of the March 18th meeting reflect, there are statutory parameters framing the pay and benefits provided to Other Personal Services (OPS) staff. The employment concerns the committee raised regarding OPS are not unique to how UCF operates. They are system-wide, affecting most, if not all, Florida institutions. The OPS policy changes that have been put in place by the University of Florida have been evolving only very recently over the last year to year and a half. The cost-benefits analysis and general feedback as to how successful their initiatives have been needs time to be assessed in order to come away with the perceived level of success.

Independently of this assessment, UCF HR is implementing changes to the OPS hiring process in two phases. Phase One of implementation will commence on May 3, and will result in the hiring and onboarding of the following OPS groups through a new, cloud-based talent acquisition system:

- Hourly, non-student, advertised positions
- Post-doctoral associates
- Medical residents
- Standardized patients

New hiring processes for these OPS groups will consist of:

- Online applications for posted positions
- Integrated, electronic background checks for selected candidates
- Electronically delivered welcome/offer letters
- Online onboarding processes

Phase Two will commence in the late Fall, 2019, and will tailor the above hiring and onboarding processes for the following additional OPS groups:

- Hourly, non-student, not advertised
- Adjunct faculty
- Graduate assistants
- Graduate hourly

The details of what will be included in Phase Two are currently being considered and will be shared when available.

HR Wellness Work Group Ability to Send Survey Questions

Information regarding the survey questions submitted by the Faculty and Staff Benefits Committee's wellness subcommittee to Human Resources will be reviewed by the HR wellness work group in an

	<p>upcoming meeting. We thank the subcommittee for starting the survey draft and we'll look forward to blending the draft with the questions that come from our work group. We will be happy to serve in getting the survey out and managing the information we get from it. We will update the Faculty and Staff Benefits Committee as the Fall meetings resume.</p> <p>HR Wellness Work Group Roster Addition Suggestion</p> <p>The suggestion submitted by the Wellness subcommittee to include Dr. Adam Wells to the Human Resources Wellness work group will be reviewed by the current participants in a future meeting. Note that the HR group is more of an internal HR work group looking at feasibility questions first and foremost and will also cover possible scope and design options for wellness programs. Ours is not a university committee, per se. However, we sought some participants from among our constituents to participate and provide partnership viewpoints. Our work group was a popular ask from HR for external participation. We had more nominations of participants and self-volunteers than a work group would typically accommodate to remain manageable and efficient. So, we are still discussing our structure and core work group make-up. Due to this same reason, we will neither need nor be seating ex officio roles.</p> <p>Edwin, thank you again for serving as the Chair of the Faculty and Staff Benefits Committee for the last two years. We have enjoyed working with you and are grateful for your leadership of the members and the committee's business discussions. As you prepare your final report and summary of the committee's activity for 2018-2019, know that your time, effort and work has been appreciated.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email memo to secretary Karen Sgambati.	Edwin Torres	ASAP
Email memo to committee.	Karen Sgambati	ASAP

TOPIC 3: RESIGNED POSITION - CECILIA ELIAS		CHAIR TORRES
DISCUSSION	<p>Cecilia Elias resigned her position on this Committee. Cecilia was the liaison between this Committee and the HR Wellness Committee, another member must be chosen to replace her. Dennis and Joanne's terms are finished—would Justine Tigno-Aranjuez like to step in? If not already done, this information should be sent to the Faculty Senate and to Ashley Longoria with Human Resources.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Notify Ashley Longoria and the Faculty Senate regarding Cecilia Elias' resignation	Chair Torres	ASAP
------------------------------------------------------------------------------------	--------------	------

TOPIC 4: MOTION – HEALTH AND WELLNESS PROGRAMS		DENNIS DULNIAK	
PRIORITY			
DISCUSSION	<ul style="list-style-type: none"> A motion was made by Dennis Dulniak recommending that the Health and Wellness Program Initiative remain a priority with next year's Committee. The motion was seconded by Joanne McCully and passed unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
No action items.			

TOPIC 5: FINAL REPORT – HEALTH AND WELLNESS PROGRAMS		CHAIR TORRES	
DISCUSSION	<p>The committee has engaged in discussions on the possibility of an employee wellness program over the last two years. A subcommittee on employee wellness was created for the purposes of engaging in deeper discussion on topics related to his important priority. The subcommittee created a survey for the purposes of obtaining input from faculty and staff concerning the most desired types of wellness initiatives. At the present moment, the Human Resources team is considering the questions included for possible distribution in the future. At the same time, the Human Resource team has created its own committee for exploring the feasibility of wellness programs at UCF. A liaison between the faculty and staff committee and the HR committee was put in place to ensure communication between the two work groups. The faculty and staff subcommittee on wellness also had the opportunity to meet with the Director of the wellness center at the College of Education. It was revealed that the current wellness center lacks resources to update its equipment and personnel to launch initiatives. Benchmarking was conducted on the wellness benefits offered by various universities. The conclusions from the benchmarking study suggest that all institutions offered some kind of wellness program, though the scope and budget associated with each varied greatly. The committee also explored the option of obtaining grant money to support wellness programs at the university. The current challenges to wellness at the university include the lack of budget for a wellness program, the need for a wellness champion to lead the initiative, and the lack of decision-making on health insurance plans (which usually sponsor some aspect of wellness such as biometric</p>		

	screenings). It is the recommendation of the committee, that the university expand the options for employee wellness.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create final report for Faculty Senate.	Edwin Torres	ASAP

TOPIC 6: FINAL REPORT – OPS (OTHER PROFESSIONAL SERVICES) EMPLOYEES AND BENEFITS		CHAIR TORRES
DISCUSSION	<p>At the present moment, the University of Central Florida and other state universities employ a great number of workers under the OPS designation. This designation has a variety of benefits for the departments and universities, namely an expedited hiring process. Following the university closure for a week during the last hurricane to impact the central Florida area, many of these employees were not allowed to return to work. Since they have no paid time off, many of them received smaller paychecks during that period. Although the OPS category was originally intended as temporary employment, many workers remain under this category after years of employment at the university. The committee explored the possibility of offering some kind of emergency relief or emergency pay in the likelihood of a future natural disaster. Upon investigation, the committee discovered that Florida statutes prohibit offering benefits to OPS workers. Furthermore, the committee’s research revealed that the University of Florida established a pilot program whereby OPS workers are transferred to an employment agency. Since the program is new, the benefits and drawbacks of such practices are yet to be understood. The Human Resources team explained some of their plans for handling the hiring and onboarding of OPS employees in the future. The problem still remains that a great number of UCF employees are classified as OPS workers when in fact they have providing services to the university on a full-time basis for several years, thus being de facto regular (as opposed to temporary) employees. The committee recommends that the university conduct a study concerning the current employees in the OPS category and whether such designation is appropriate given the nature of their job, essential duties, and expected length of employment.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create final report for Faculty Senate.	Edwin Torres	ASAP

TOPIC 7: FINAL REPORT – UCF E-MAIL ACCESS FOR RETIREES	CHAIR TORRES
---------------------------------------------------------------	---------------------

DISCUSSION	The committee discussed the lack of access of faculty retirees to the UCF e-mail. At the present time, retiring faculty members are switched the “Knights E-Mail” a few months past retirement. The committee investigated the reasons for this policy but found conflicting explanations. The committee is also aware that the Information Technology committee at the Faculty Senate is also engaged in a similar discussion. Furthermore, the committee is aware that this is a subject currently being collectively bargained. While not every retiree may wish to keep their original e-mail address, it is the committees’ recommendation that they’d be offer the option to continue with their original UCF e-mail address.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create final report for Faculty Senate.	Edwin Torres	ASAP

TOPIC 9: FINAL REPORT – LEAVES OF ABSENCE		CHAIR TORRES
DISCUSSION	The committee had several discussions about the option of a paid parental leave benefit to out of unit faculty and A&P workers at UCF. This topic was also discussed last year by the Personnel Committee. The faculty senate made a request, which was previously denied by the office of the Provost citing lack of resources. Given the current status of parental leave discussions at the university level, the committee decided to table this topic.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create final report for Faculty Senate.	Edwin Torres	ASAP

TOPIC 9: BRAINSTORMING FOR NEXT YEAR		CHAIR TORRES
DISCUSSION	This Committee recommends looking into childcare options including UCF’s Creative School. The following points were specifically mentioned as potential areas for research: <ul style="list-style-type: none"> • Study to see if the University should have daycare options— current study being used is 10-12 years old. • Is there a current plan to increase the Creative’s School size? • Students have priority for enrollment, but the very wait-list is long. • Would expansion assist with the retention of transfer and non-traditional students? 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
No action items.		

TOPIC 10: RECOMMENDATIONS FOR NEXT YEAR		CHAIR TORRES	
DISCUSSION	<p>This Committee recommends that the next Committee continue the discussion on:</p> <ul style="list-style-type: none"> • Health and Wellness Programs • UCF Email Access for Retirees • OPS Employees and Benefits • Leaves of Absence • Childcare Options 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
No action items.			