

## **President's Commission on the Status of Women**

### **Minutes**

**4/12/16**

Submitted by: Jessica Dutille

PCSW Members Present: Gail Carr, Jessica Dutille (Chair), Chantalle Forgues, Kayla Gaudette, Kathleen Herzig, Wendy Palmquist, Callie Pomeroy, Alice Staples, Jenny Tyniec

Guest: Caryn Ines, Director of Human Resources (HR)

### **Agenda**

1. Caryn Ines- Discussion on survey and open forum
2. LavGrad
3. Other Updates

The meeting began at 12:30pm.

Jess welcomed everyone to the meeting and thanked everyone for coming. She read the message from Forest Steinberg in regards to the Diversity Institute.

Jess,

Thank you again for sponsoring the diversity institute! It went amazingly well with about 150 attendees! I have attached the PDF version of the program so that you can see it and see what we were up to!

Thank you again and I hope you keep us in mind for next year's diversity institute as well.

Best,

Forest

Jennifer Forest Steinberg  
BA Criminal Justice Plymouth State University '14  
Candidate for MS Clinical Mental Health Counseling PSU '17  
Upsilon Pi Clinical Mental Health Counseling Honors Society  
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Introductions

- 1. Caryn Ines- Discussion on survey and open forum**

Kayla discussed the comp time issue that came up in our open forum this past December in regards to admissions.

Caryn explained that PATs are exempt from overtime. She talks about this as rescheduling instead of comp time. She gave the example of commencement. PATs who work commencement could take that time another day. PATs work a minimum of 40 hours per week. Days are reported in half-day increments. The specific position matters in this discussion. The key point is for employees to work with their supervisors in regards to flexibility. She invites anyone to speak to her in regards to this.

Alice noted that we have discussed inconsistencies among supervisors.

Caryn explained that there are negotiations that take place, but if people are being treated in a way that doesn't seem right, HR is interested in hearing about it.

Wendy spoke about how when she started working at PSU there was a difference between hourly and salary. Salaried staff members are expected to work as many hours as it takes to get the job done, whereas hourly staffs have to record hours worked.

Caryn explained that faculty and PATs are salaried staff. This does give some flexibility for things such as going to a doctor appointment mid day and not take time off, as long as the job gets done. Caryn used Chief of Campus Police, Steve Temperino, as an example. He cannot work from home. So much of the discussion has to do with what are the jobs, what are the functions, and what are the responsibilities?

Chantalle asked how we could help those who don't feel comfortable going to HR.

Caryn suggested that commission members could help make the introductions to Caryn and Ashley Phillips if someone comes with a concern. We need to help make those connections and make them feel that it is okay. She also suggested that if someone doesn't want to go to HR, we could offer to go on their behalf.

Chantalle asks if there is a need to reinforce this message among supervisors.

Caryn explained that if someone is interested in flexible time, she always asks if they spoke to their supervisor. A conversation needs to happen. There is supervisor training through HR.

Jess spoke to inconsistency of supervisors. She explained that her supervisor is really mindful of her time and is very accommodating. However, that is certainly not everyone's experience.

Caryn talked about her goal to make PSU a comfortable and safe work environment for everyone. She believes this will take individual conversations to accomplish.

Katie spoke about how it would be great if people came to us, but suggested that we could also use anonymous surveys.

Caryn supported this idea, but it is difficult to then address specific issues. HR can keep things private, but not confidential. If a concern is brought that is against the law or against our values, these have to be addressed.

Kayla spoke to the emerging 360 Degree Evaluation Model. Currently we are in a model where supervisors evaluate their employees, and employees don't have the opportunity to evaluate their supervisors. Kayla also spoke about how a survey could help make people feel heard, which is important during this time of change.

Caryn feels succession planning is an important thing that we don't do well on this campus. She would like to see this become inherent in our culture.

Chantalle asked what kind of clarity we could provide people about the current climate on campus in regards to a reduction in force (RIF).

Caryn explained that the voluntary Separation Incentive Plan (SIP) opportunity is positive. Currently we have a strategy for RIFs but not a detailed plan. The plan will emerge based on the SIP. If there are RIFs they are looking on how to make that transition smoother. Current notice period is 90 days for PAT staff and 30 days for OS. HR is looking at extension of benefits.

Timeline for SIPS and RIFS:

- If SIPS are approved they will be made available Monday, April 18<sup>th</sup>. The application must be received by May 31<sup>st</sup>.
- RIFS would be made after that.

HR has moved from a personnel department that signed employees up for benefits and cut paychecks to a more strategic role. Employee relations is a huge piece. Caryn now sits in cabinet meetings, which validates that our human resources are the most important resources on this campus.

Ashley Phillips, Assistant Director of HR, can help create strategies for employees to support them in navigating a specific circumstance. She acts as a neutral third party. She is a great facilitator of discussion. Jenny confirmed.

Jess noted that Debbie Grotheer has an individual in her office who recently had accommodations made to her workspace for pumping. Debbie suggested that any parents returning from maternity leave get sent a message seeing if there is any accommodations that may be needed for when they return.

Caryn explained that HR is involved with maternity leave due to FMLA. HR is happy to make accommodations. They don't mention breastfeeding specifically.

Jess asked about job security in regards to part-time staff members who don't have maternity leave.

Caryn explained that adjunct positions are offered on a need basis and there is no job security for such positions.

Caryn noted that there is a lot of great work happening on campus and a lot of people working to solve problems. HR wants to be a part of this work.

Jess thanked Caryn for coming and for the great work she is doing.

## **2. LavGrad**

Discussion on LavGrad.

## **3. Other**

Discussion on Theo Kalikow Event.

- Jenny suggested that we do more to prepare the keynote speaker and ask that speeches be inclusive to all differences.
- Alice liked the fact that the award recipients spoke this year.
- Wendy noted that the article in the Clock left much to be desired. Jenny is going to touch base with her student from the Clock.

Katie spoke to concerns raised about the SAGE Center and suggested that PCSW take some action in regards to this. She noted that many institutions are now expanding such offices. She spoke about her own experience in coming to PSU.

Jess noted that the topic of diversity was discussed in her Mentoring course last week, and concerns about the SAGE Center closing surfaced. Students articulated they feel they are left with a void.

Next Meeting: **May 10<sup>th</sup>**