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Consultative minutes 10/23/2012

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Consultative Committee

Prairie Lounge
October 23, 2012
10:00 – 11:00 a.m.

Committee members present: Co-chairs Brook Miller and LeAnn Dean, Jim Barbour, Chad Braegelmann, Joey Daniewicz, Molly Donovan, Jim Hall, Nancy Helsper, Ray Schultz, Bonnie Tipcke, Zach Van Cleve

Guests: Angie Berlinger, Sarah Mattson

Discussion on Wellness Plan

Berlinger and Mattson were welcomed to the meeting to discuss aspects of the Wellness Plan as well as plans for an updated orientation program for new faculty and staff.

Bike Commuter Program: Concerns had been brought to our attention regarding the Wellness Plan's commuter bike program and the placement of the radio frequency identification device (RFID) as well as the timing of the program. Berlinger updated the committee on the program and said there are 36 users during this first offering. The purpose, of course, is to ultimately help reduce health care costs. Berlinger said a lot was taken into consideration when deciding where to place the RFID monitor that tracks how many times a biker passes it. Plant Services, Campus Police, and others were consulted regarding safety, underground infrastructure, etc. Mattson noted that since the monitor is solar operated, that also was a factor in the placement. In the end, they decided having the monitor close to the RFC was the best option and was especially ideal for staff accessibility for maintenance purposes and initial instruction to the participants from the Health Coach whose office is located in the RFC. Frustration with how the RFID picks up signals, a desire for more monitors throughout campus, and safety concerns in a high traffic area were brought up. The range for the RFID is about 20 feet. Berlinger said they hope to get more monitors, but each unit costs about \$3000. They are working with the Twin Cities and UMM administration to try to get additional funding. Bike tags were purchased for a total of about \$100, and they will not need to order more of them for a while. It was suggested that a bike commuter sign could be spray painted on the road for an additional safety measure. The committee also suggested that the beginning of the semester would be a better starting point for the program.

Wellness Website: Some people feel the Wellness website is not user-friendly. Mattson agreed that because there are so many options, it does make it hard to navigate. She said a good place to start from is the Employee Self-Service web page where our "Pay Statement" link is found. "Check Wellness Points Bank" is the last link in that section. She asked if people understand that Angie Berlinger is our go-to person for questions about the wellness program. Do they understand her role? She does send out e-mails reminding people about points, but she can't go in and adjust points or fix things on-line. Berlinger was asked what she is available for and if people can make appointments with her. She responded that she is available for appointments and that she does health coaching and works with other wellness areas such as Weight Watchers and the bike commuter program. The committee asked that distinctions about who does what and if there is a cost be clearly communicated especially to new staff. It was noted that people have had problems getting points recorded in a timely manner. The implication on the website is that it is almost instantaneous. If it's not, it should indicate that. Berlinger agreed that point application has been slow. Currently, she is only to send information in monthly for some programs, but she expects this process to gradually improve. Mattson reminded us that Wellness representatives will be at our health fair on November 12 and encouraged us to share these concerns with them, too.

Orientation for new faculty and staff

Dean explained that Bart Finzel had asked the committee for advice last spring about ideas for orienting new faculty and staff. A subcommittee (LeAnn Dean, Jim Barbour, and Dennis Stewart) was formed to look at our current orientation program and suggest changes. They developed a preliminary study/report describing aspirational programs and offering a vision for an improved program. Some changes already took place this

fall. Sarah Mattson was invited to talk with us about her plans for an updated orientation program. She said orientation for new employees has taken different forms. Sometimes faculty and P&A were together. Sometimes orientation was on an individual basis. Since employee benefits applications are done on-line now, she sees fewer people personally, but she does send everyone necessary information. Everyone who is benefits-eligible gets the same letter introducing the Human Resources Office, including Payroll and Relocation. This year, the Dean decided to orient faculty separately. Mattson set up sessions for recently hired P&A, Civil Service, and bargaining unit staff. She informed the supervisors of the sessions and invited them to the luncheon. Twenty-six staff were invited and 7 attended. However, 19 staff plus supervisors attended the lunch. Chancellor Johnson, Mary Zosel, Angie Berlinger, and Mattson took part in the orientation session that included a showing of the "Promise of the Prairie." It was an enjoyable session, but they are still trying to figure out what will work best in the future. There was also a session for faculty for which 21 invitations were sent and 6 people attended. There have only been a couple evaluations returned and they primarily included questions about Wellness Points. Mattson's plan is to invite these same groups to continuing orientation sessions every other month or so and have them meet with different areas of campus such as academic affairs, student affairs, finance and facilities, etc. to introduce them to the people in these areas and the work that they do. It would be informational as well as a good way to keep the cohort together throughout the year. Orientation programs are offered to everyone with at least a 35% appointment. Mattson was asked about the possibility of videotaping some sessions for people who are hired at a later date. She said this is a concern for her and she is trying to figure out how to get people involved right away when they are hired.

Other Ideas/Questions/Concerns:

- Include additional units (library, IMT, Grants, OAS) in orientation sessions/gatherings
- Don't limit orientation sessions to just faculty; include other groups as well. Maybe don't even limit to just new staff
- Concern about who pays expenses for orientation programs. This is a college-wide effort and participation should not be dependent on what area you are employed with.
 - Mattson agreed that cost is a factor and they have tried to figure out things like whether or not they send information binders to new staff who don't attend the orientation sessions. Goal is to have a program that is both reasonable and affordable but not cheap. She would like to be able to give everyone a small gift such as a mouse pad. Currently, all costs are sponsored by the UMM HR Office and she sees that continuing.
- Concern that supervisors are not encouraging their new staff to attend orientation.
- Have an orientation website with links to both campus and community. Do we have a site that lists realtors, hotels, etc.? Mattson said divisions typically provide that information to new faculty and that the community aspect can get complicated regarding who/ what to include or not.

Agendas going forward

We have not gotten responses to our RAR memo yet, so we will invite Jon Anderson and/or Chancellor Johnson to a meeting to talk about that. Student participation in the RAR has been a concern, and Donovan requested that we also invite Zak Forde to meet with us at some point. Forde is the chair of the Membership Committee and has a firm grasp on campus governance. Van Cleve noted that Phase 2 might include 3 students and Phase 3 might include one non-voting student. Miller asked everyone to think about other agenda items going forward.

Submitted by
Bonnie Tipcke