

PROVOST'S MINI-RETREAT

January 25, 2011

Minutes

The Provost's mini-retreat was held on Tuesday, January 25, 2011 from 8:30 a.m.-12:00 noon in the Football Game Day Building Scholarship Lounge. Those present were Osman Akan, Megan Alston, Ali Ardalan, Debbie Bauman, Oktay Baysal, Richard Dean Benjamin, Judy Bowman, David Branch, Chandra de Silva, ReNee Dunman, Dave Hollembeak, Linda Irwin-DeVitis, Janet Katz, Sharon Judge, Brenda Neuman Lewis, Bill McMahon, Connie Merriman, David Metzger, Ginny O'Herron, Chris Osgood, Mike Overstreet, Renee Olander, Chris Platsoucas, Carol Simpson, Mary Swartz, Deanne Shuman, Linda Vahala, Charles Wilson, Jay Wright, and Gil Yochum. Topics discussed at the retreat focused on policies related to personnel.

Dave Hollembeak, Benefits Administrator, and Megan Alston, Absence Programs Coordinator, presented information on the Family Medical Leave Act (FMLA). FMLA provides employees with up to 12 weeks of job-protected absence for qualified family and medical-related reasons. Mr. Hollembeak noted that the employee must ask in order for FMLA to activate. Carol Simpson asked those present to be sure faculty who may need FMLA know about the policy and the need to request activation.

Mr. Hollembeak announced that retirement seminars will be held on February 7 and 8 and asked those present to circulate the information.

ReNee Dunman, Assistant Vice President for Institutional Equity and Diversity, presented information on salary equity, recruitment, and sexual harassment. She described the purpose, procedures and review process involved in the salary equity process. Several case studies were discussed. Ms. Dunman made the following points during the discussion.

- The salary equity process does not address compression, retention or merit.
- Salary equity adjustments are funded centrally.
- All faculty and faculty administrators are included in the salary equity process, not just women and underrepresented minorities. Salary equity does not apply to classified employees.
- The time frame for the process is January 31-March. Carol Simpson and Brenda Lewis asked about moving the time frame to the fall semester. There will be further discussion on this issue.
- Once the salary equity data leaves the Office of Institutional Equity and Diversity, those who receive the data for review are not made aware of how those on the list were identified except for those who self-identify. Several individuals expressed concern that those who self-identify would be known to deans and vice presidents. Ms. Dunman will look into this concern.
- Updated position descriptions are an important part of the salary equity review process.

Information on the salary equity process is available on the Institutional Equity and Diversity website and will soon be available in Blackboard.

Regarding recruitment, Ms. Dunman reported that ODU is the most diverse institution in Virginia, but more remains to be done. She shared workforce analysis data and will make a summary sheet available with up-to-date numbers. She expressed her willingness to come to department or chairs' council meetings to discuss recruitment policies and procedures.

Sexual harassment training is available on line in Blackboard. All faculty and administrators should have received information to participate in the training. Those who did not receive information about the training or who have not yet participated will be contacted. Carol Simpson stressed the importance of completing the sexual harassment training.