

Spring 2016 Town Hall

COMMUNICATIONS BRIEF

FEBRUARY 29

ABOUT THIS BRIEF

Many topics were covered during last week's Spring Town Hall Meetings. The following information, in particular, will be relevant to your staff in the coming weeks.

As a leader at the University, you have a responsibility to help reinforce these messages within your colleges, institutes, schools, divisions and departments as well as ensure that your staff understand what is expected of them.

If you have any questions about this content, please contact Internal Communications at intcomm2@nd.edu.

To view a video from the Town Hall Meetings, visit evp.nd.edu/town-hall/.

COMING UP ON CAMPUS

- **April/May:** Information sessions on benefits enhancements to be held for supervisors and staff.
- **July:** New staff benefits enhancements take effect.
- **August:** Flanner Hall elevator upgrades are expected to be complete. Grace Hall elevator upgrades are scheduled to begin.
- **Summer:** University phones will be capable of broadcasting ND Alert messages through speakers.
- **Summer:** McCourtney Hall research facility, men's residence hall and women's residence hall construction to be complete.

➤ See next page for benefits enhancement information and a listing of Parking Committee members.

IMPROVEND

The purpose of the ImproveND survey is to (1) confirm areas of strength, (2) identify areas for potential improvement and (3) show customers that service providers on campus are interested in and open to feedback.



In terms of the University's overall workplace culture, faculty and staff identified the friendliness of the Notre Dame community as a key area of strength.

The University received low marks for having a culture that is open to suggestions, an area that also received a low score on the last ImproveND survey in 2013. Executive Vice President John Affleck-Graves asked staff to share their suggestions on how to better encourage staff to offer constructive feedback and incorporate suggestions that can make Notre Dame a better place to study, work and visit.

Suggestions can be emailed to execvp@nd.edu or submitted through the Bright Ideas program at evp.nd.edu/bright-ideas/.

Services on campus that received top ratings overall were Hesburgh Libraries, Campus Safety, Office of Information Technology and fitness/recreational programs.

As a result of the survey and ongoing feedback from across campus, teams from the Budget Office and Human Resources are reviewing their systems and processes for ways to improve the budget and performance evaluation processes, respectively. Campus Dining will bring in a new restaurant this summer to replace Burger King, which was the lowest-rated dining establishment on campus in the ImproveND survey and has received low marks on student surveys as well. And an expanded Parking Committee will explore improvements to shuttle service, ground parking and the reserved parking program. The committee will also explore the pros and cons of a parking structure.

Supervisors whose departments or divisions had questions in the ImproveND survey should review their results with staff and identify any actions that can help improve the quality of services.

BENEFITS ENHANCEMENTS

Notre Dame President Rev. John I. Jenkins, C.S.C., announced benefits program changes that will take effect in July to help staff members better balance their work responsibilities with the demands of their personal lives.

“If you recall, last year we had some positive changes to our health-care plan. This year, I talked to [Executive Vice President] John Affleck-Graves and Bob McQuade [vice president for Human Resources], and I said, ‘What more can we do?’” Father Jenkins told those attending the Town Hall Meetings. “We want to continue to make this a truly great place to work, a place that you’re proud to work at and a place where you feel supported.”

There are four areas of the benefits program that will be enhanced in July. The staff education benefit will increase for the first time since 2008. And three new programs are being launched to assist staff in managing a variety of life events.

“I feel particularly fortunate in this day and age to be talking about positive changes to our programs,” said McQuade. “Oftentimes being good stewards of the University’s resources and adding benefits can be somewhat in conflict with each other, but I believe we’ve reached a balanced approach that will aid employees in their professional and in their personal lives.”

Human Resources is finalizing the plans and updating related policies that will be affected by these changes.

Additional information will be available in late spring, and information sessions will be held for both supervisors and staff.



Staff education benefit increase

- \$3,000/year for courses at accredited institutions
 - Up from \$1,500/year
- \$1,000/year for job-related certification
 - Up from \$750/year
- Benefit now includes doctoral courses



Care Advantage Program

- Back-up child and adult care
 - In-home or center care
 - Low cost, high quality
- Comprehensive database of providers
 - Nannies, pet sitters, tutors, etc.




Short-term income replacement

- Provides 60 percent pay during an extended leave for injury, illness or birth of a child for non-exempt staff
- Allocation of days for incidental needs at full pay
- Current sick bank preserved




Parental leave

- Four weeks paid leave for full-time staff
- For mothers and fathers
- For childbirth and adoption



PARKING COMMITTEE

Members of the Parking Committee represent a variety of perspectives and stakeholders. Committee members are:

- Mike Seamon, chair
- Amy Barrett
- Peter Bauer
- Matthew Blazejewski
- Brian Coughlin
- Hal Culbertson
- Monique Frazier

- John Gaski
- Kyle Johnson
- Phil Johnson
- Ray Von Jones
- Rob Kelly
- Greg Kucich
- Brian Levey
- Monica Markovich
- Doug Marsh
- Sarah Misener
- Susan Monroe

- Patrick Murday
- Les Niedbalski
- Marty Ogren
- Sayanty Roy
- Sharon Struck
- Rebecca Surman
- Sean Vilanova

To offer feedback or suggestions, feel free to contact a committee member or parking@nd.edu.