

MINUTES

APRIL 19, 2017

10:00 AM

ULIB, 622

<b>ACTING CHAIR</b>	Kristi Davis
<b>ATTENDEES</b>	Breithaupt, Jarrod; Campbell, Kirby; Chandler, Kristin; Cole, Kelli; Davis, Kristi; Dawson, Katherine; Eppinette, Chance; Estes, Amy; Hopko, Erica; Landrum, Treina; McClain, Sabrina; Patrick, Morgan; Robertson, Cynthia; Roboski, Michael; Schmeer, Mary
<b>ABSENT (EXCUSED)</b>	Castillo, Arely

### Agenda topics

<b>DISCUSSION</b>	<b>General Announcements</b>
Next meeting is scheduled for May 17, 2017 @ 10:00 AM in ULIB 622.	
<b>DISCUSSION</b>	<b>Committee Updates</b>
<ul style="list-style-type: none"> <li>• Election Committee <ul style="list-style-type: none"> <li>- Elections will be held on April 26 and 27, 2017.</li> <li>- Employees will be voting on two nominees to fill the Academic Affairs and Executive Vice President's vacancies. Only one employee was nominated for the Business Affairs vacancy; therefore, no elections are needed. Two people were nominated for the President/Athletics vacancy, but one declined. That person will fill the vacancy by default.</li> </ul> </li> <li>• Constitution and Bylaws <ul style="list-style-type: none"> <li>- There are several positions that are not covered in the Staff Senate Constitution and Bylaws. Examples are the Special Assistant to the President and the members of the Executive Council. We need to make these changes in order that the Staff Senate Constitution and Bylaws line up with other bylaws and policies. Can we change the policy to reflect that the Executive Council is exempt from being covered under the Staff Senate?</li> <li>- We also need to include a line in the Constitution and Bylaws that states that the representations for the purpose of elections for the Staff Senate will be based on the number of employees as of the last day of the elections.</li> </ul> </li> </ul>	
<b>DISCUSSION</b>	<b>Holiday Survey</b>
<ul style="list-style-type: none"> <li>• A survey regarding the change in this year's holiday schedule will be sent to all unclassified staff when we return from the Easter/Spring Break.</li> <li>• A sample of the survey questions was passed out to the members of the Staff Senate and has been passed on to the President for his review and approval.</li> <li>• A separate survey will be sent to unclassified and classified staff.</li> </ul>	
<b>DISCUSSION</b>	<b>Compensatory Time Policy</b>
<ul style="list-style-type: none"> <li>• FLSA and compensatory time are two different things.</li> <li>• The new Compensatory Time for Unclassified Exempt Staff has been approved by the Executive Council. A copy of the new policy was distributed to the members of the Staff Senate.</li> <li>• In a previous meeting, it was stated that all university positions will be reviewed to determine if they are FLSA exempt for not. All positions have been reviewed and reclassified as needed. Employees that are FLSA exempt cannot earn overtime, but they can earn compensatory time. The amount of compensatory leave that can be earned in a year is 45 hours. This time does not rollover.</li> <li>• QUESTIONS:</li> </ul>	

- Once the new policy is in place what will happen to the compensatory time that people already have built up? This question was asked because it was stated that the system policy allows time to be carried forward. Senator Davis will review the system policy for the next meeting.
- Does compensatory time get automatically used first when payroll is run?

**DISCUSSION**   **Bi-Weekly Payroll**

- The University will have a consultant on campus this week working on the payroll issues.
- It has been decided that employees who are currently paid monthly will get paid twice in July, August, and September this year. It would be hard on employees if all monthly deductions are taken out of one paycheck.

There being no further business Senator Chandler made a motion to adjourn; Senator Breithaupt seconded. Motion passed. The meeting was adjourned.