



STAFF SENATE MINUTES

MINUTES

NOVEMBER 16, 2016

10:00AM

**UNIVERSITY LIBRARY,
ROOM 622**

ATTENDEES	Kristin Chandler, Kelli Cole, Kristi Davis, Katie Dawson, Erica Hopko, Treina Landrum, Sabrina McClain, Morgan Patrick, Michael Roboski, Mary Schmeer, Fernando Cordova (Visitor), Jason Dunavant (Visitor)
ABSENT (EXCUSED)	Jarrod Breithaupt, Kirby Campbell, Arely Castillo, Chance Eppinette, Amy Estes, Cynthia Robertson

Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on November 16, 2016 in University Library, Room 622, and called to order at 10:03 am by Kristi Davis, President. A quorum was present.
MINUTES	Minutes of the regular meeting on October 19, 2016 meeting were reviewed by the committee. Senator Cole moved to approve the minutes; seconded by Senator Schmeer. Motion passed.

DISCUSSIONS	<ul style="list-style-type: none"> ❖ Roll Call ❖ Guest Speaker: Dr. Stephens Richters, Executive Vice President <ul style="list-style-type: none"> - Pay schedule changes - The University is currently working on changing to a bi-weekly pay schedule for all employees (every other Friday). This will require adjustments to the budget process. These changes will probably occur in February or March. Eventually, we will start doing timesheets electronically. Many of the paper forms have already been converted to electronic forms. If an employee does not turn in their paperwork for payroll on time, they have wait until the next pay period to be paid. - FLSA – We will not know if there will be a change in the FLSA policy until December. - Flex time – The university is working on developing a more formal flex time schedule. Time must be documented and kept on file. Timesheets must show actual time worked. - Chief Information Officer – The face of universities has
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<p>OLD BUSINESS</p> <p>NEW BUSINESS/ OPEN FLOOR DISCUSSION</p>	<p>changed. Many universities have merged the library and the computing center operations. The position announcement will be resent to a larger focus group. The person hired should have knowledge of the library.</p> <ul style="list-style-type: none"> - Sandel Hall – The last part of the project will be correcting issues with the restrooms. The ribbon cutting is scheduled for Tuesday, November 22, 2016. <p>During discussion after Dr. Richters left, it was noted that a copy of an employee’s FLSA form should be sent to HR for the employee’s file. There are going to be many changes coming through payroll and HR in the near future. However, a consultant will come in to assist once the process of changing things has started.</p> <ul style="list-style-type: none"> ❖ Approval of meeting minutes from the following meeting: regular meeting on October 19, 2016. <ul style="list-style-type: none"> - Correction – Senator Davis, not Senator Cole, went over some of the Staff Senate’s concerns regarding the Emergency Safety Training with Tom Torregrossa. ❖ Old Business <ul style="list-style-type: none"> - <u>Strategic Plan Update:</u> - The committee updated the vision for the university. ❖ New Business <ul style="list-style-type: none"> - <u>Update from Higher Education Luncheon:</u> There will be another budget cut this year; however, the university has already budgeted for a 5% cut. The TOPS awards has been reduced from \$2,692 to \$1,209 per student. The payment plan has been increased from three to four payments. TOPS is not awarded for the summer. Please note that Academic Scholarships have not be affected. ❖ Open Floor Discussion <ul style="list-style-type: none"> - <u>Guest Speaker for December</u> - Dr. Eric Pani, VPAA - <u>United Way Campaign Update</u> – This year we had 36% participation. This was in line with what the university’s participation rate was last year. ❖ The next Staff Senate meeting will be held December 14, 2016 at 10:00 in Library 622.
<p>CONCLUSIONS</p>	<p>There being no further business, Senator Cole made a motion to adjourn; Senator Dawson seconded. Motion passed. The meeting adjourned at 10:57 a.m.</p>