



STAFF SENATE MINUTES

MINUTES

SEPTEMBER 21, 2016

10:00AM

**UNIVERSITY LIBRARY,
ROOM 622**

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

Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on September 21, 2016 in the University Library, Room 622, and was called to order at 10:05 am by Kristi Davis, President. A quorum was present.
MINUTES	<p>Minutes of the regular meeting on August 24, 2016 meeting were reviewed by the committee.</p> <p>Senator Breithaupt moved to approve the minutes; seconded by Senator Robertson. Motion passed.</p>

DISCUSSIONS	<ul style="list-style-type: none"> ❖ Roll Call ❖ Guest Speaker: Ms. Melissa Ducote, Human Resources Director <ul style="list-style-type: none"> - FLSA – A new Assistant Director of Human Resources has been hired – Ms. Naomi Mitchell. Ms. Ducote and Ms. Mitchell have been talking with the directors of areas who have employees who will be affected by the changes in the FLSA policy. In order to determine if a position will be affected by the changes, a three-part test is done to evaluate the position: <ol style="list-style-type: none"> 1. Is the position paid on a salary basis? 2. Does the position meet the minimum salary threshold? The minimum salary threshold has been change from \$23,660 to \$47,476. This change will go into effect in December. 3. The job duties of the position are evaluated. - When determining if a position is exempt or not, a position must
--------------------	--

pass all three parts of the test in order to be determined as exempt. Currently positions at ULM are either Classified (non-exempt) or Unclassified (exempt). Civil Service rules must be followed for classified positions; Institutional rules must be followed for unclassified positions. A new "unclassified non-exempt employee" classification may have to be created for some positions because they will not fit a Civil Service type position.

It is important for employees to note that there is a difference in Comp time (which is a benefit for unclassified exempt employees and earned hour for hour and used as leave) and FLSA overtime for non-exempt employees (overtime earned based on the FLSA regulations – can be straight paid or earned by comp time).

All affected employees should know by November 1st if their position will remain exempt or be changed to non-exempt.

Only 240 hours of FLSA overtime can be carried over each year. The rest must be paid out by the university. It should be clarified exactly when the time rolls over so that employees can make plans to use accrued leave over the 240 hours.

- **Hiring Procedures** – Changes are being made in the university's hiring procedures. Often times, the Human Resources department is the last one to know when someone has been hired. Therefore, the process is being made more centralized so that HR can be more on the front end. This will also help with payroll issues. A new online application process is also being implemented. This will take some of the load off of the hiring manager. We have already implemented an online reference process. Once implemented, the on-boarding process will be online also and many of the required HR forms can be completed online.
- **Time Sheets** – All non-exempt employees will have to change the way that they do their timesheets. Training will be provided.
- **Open Enrollment** – Open enrollment will begin on October 1st. Human Resources is planning a Benefit/Health Fair for open enrollment, which will be on October 5th. The fair will include blood pressure checks and a massage therapist will be on site.
- **Health Care Providers** - The concern that Affinity does not accept Blue Cross and Blue Shield was brought up. Ms. Ducote stated that this concern has been brought to the attention of the administration. The university's contract with the Affinity Clinic on-campus will be up in January 2017, and the administration is reviewing the contract to see if Affinity can refuse treatment to employees who have Blue Cross and Blue Shield insurance. This not only presents a hardship to employees who wish to visit the on-campus clinic, but it also affects employee's ability to visit area healthcare providers some of whom university employees have been patients of for years.

❖ **Approval of meeting minutes from the following meeting:
Regular Meeting on August 24, 2016**

❖ **Corrections/Discussion:**

- **Aramark Update** - Senator Campbell emailed Robert Hoag. Wednesday meals are \$6.00 for staff; other days the meals will cost \$6.00 if you are using your faculty/staff ID. The meals will cost \$7.45 with other forms of payment. You can add money to your ID electronically by visiting the WIDS website.

❖ **Committee Assignments –**

- **Staff Welfare Committee** – This committee shall research, report on, and recommend to the Staff Senate any action to be taken on issues concerning the general welfare of staff at ULM. All matters submitted to the committee and all recommendations of the committee to the Staff Senate shall be in writing.
Committee Members: Kelli Cole, Erica Hopko, Treina Landrum, and Mary Schmeer
- **Communications** – The responsibilities of this committee shall include oversight of the Staff Senate website and any vehicle used for the distribution of information by the Staff Senate to unclassified staff.
Committee Members: Kirby Campbell, Kristi Davis, Sabrina McClain, and Morgan Patrick
- **Elections** – The Vice-President/President-Elect shall serve as the chairperson of this committee. This committee shall establish the procedures and a calendar for the annual election of senators. They shall notify the unclassified staff of the available senate seats, receive an EIF from interested candidates, verify the eligibility of candidates, post the state of candidates for senate positions, supervise the voting process and counting of votes, and provide official verification of the winning candidates.
Committee Members: Katie Dawson-Chair, Jarrod Breithaupt, Kristin Chandler, and Michael Roboski
- **Constitution and Bylaws** – The purpose of this committee shall be to study needed changes in the Constitution and Bylaws and to recommend amendments of these documents to the Staff Senate. All proposed amendments must be submitted in writing.
Committee Members: Arely Castillo, Chance Eppinette, Amy Estes, and Cynthia Robertson

❖ **New Business/Open Floor Discussion**

- **College of Arts, Education, and Sciences Gala** – The College of Arts, Education, and Sciences will be having their Fall Gala on Thursday, October 6 from 5:00-7:30 at the home of

**NEW
BUSINESS/
OPEN FLOOR
DISCUSSION**

John and Dorothy Schween. This event is dressy casual attire and there will be silent auction, and food from different vendors.

- **University Strategic Plan** – It is time for the university's strategic plan to be updated. Dr. Pani has asked Senator Davis to serve on the committee to represent the Staff Senate.
- **United Way Kickoff** – The kickoff for the Faculty/Staff United Way Campaign will be Thursday, September 22 at 2:30 in front of the SUB. Ice cream will be provided. Please support this event. Dr. Bruno will send an email about this event and a follow-up email will be sent by Senator Cole or Senator Davis.
- **Policy on Policies** – The policy on policy has been signed. The template has been posted on the website. Senator Landrum will be sending out an email regarding the new policy.
- **Emergency Training** – It would be nice if the university held a training on what to do in the case of an emergency. For instance, when do you call 911 as opposed to calling UPD? When someone calls 911 from the new phones, in addition to the call being sent to the regional 911 call center, the call is also mirrored to UPD so that they are aware of the issue.

The next Staff Senate meeting will be held October 19, 2016 at 10:00 in Library 622.

CONCLUSIONS

There being no further business Senator **Cole** made a motion to adjourn; Senator **Landrum** seconded. Motion passed. The meeting adjourned at **11:23** a.m.