Leadership Council Notes  
26 October 2016

Present: Craig Kennedy, Ellen Evans, Andy Garber, Anne Marcotte, Kathleen deMarrais, Janet Buckworth, Cindy Vail, Cynthia Dillard, Stacey Neuharth-Pritchett, Brian Glaser, Barbara Crawford, Rob Branch, Elizabeth Kozak, Jen Williams, Ralph Knapp, Denise Spangler

Faculty Senate Updates
At its last meeting the Faculty Senate discussed the Faculty Performance Initiative and determined that they did not support moving forward with the document. Following conversations between Senate leadership and Dean Kennedy, discussion of the document has been suspended. Faculty evaluations in spring 2017 will proceed as they did in spring 2016.

Custodian lunch
Dean Kennedy will host a lunch to show appreciation to custodial staff working in Ramsey, Rivers Crossing, and Aderhold. All Leadership Council members are invited to attend the lunch on 21 November from 11:30 am to 1:00 pm in the Joe Frank Harris Dining Commons. Please RSVP to Carolyn by 11 November if you plan to attend.

Fair Labor Standards Act Updates
Personnels for staff moving from exempt to non-exempt will be processed by Business Office and Research Office staff; departments do not need to do anything.

Please send the supervisor list for Kronos to Andy. Andy will hold a training session for all supervisors once they are identified. Approvers will get emails in Kronos to remind them of deadlines. There is a mobile app for Kronos that will allow department heads to approve time cards remotely; non-exempt staff should not be approving time cards when they are not “on the clock” as this would constitute working outside of the 40-hour work week.

If it is necessary for a non-exempt staff member to work beyond 40 hours in a week, we will be offering comp time (with prior approval). Overtime pay will not be used except in extreme circumstances and will require dean’s office approval. Comp time can be accrued, but we are awaiting final procedures from HR.

Remind staff that forms to request payout of annual leave are due to Andy by 8 November. Reminders will be posted in COEfyi, and the date is on the November calendar.

The conversion from monthly to hourly payroll will result in a small reduction in pay; however, the amount is being added to November monthly payroll. For most employees the amount will be $20 to 40.

Andy distributed the payroll schedule and will follow up with an electronic copy so that supervisors are aware of the date and time by which supervisors must have payroll approved in KRONOS. Look at Pay Type 21 for salaried bi-weekly staff. In general, approval must be done the day before (usually Thursday) at 5 pm; however, there are earlier deadlines for holidays.
Ralph Knapp reminded department heads and dean’s office staff that local OIT support people are moving to non-exempt status and requested that unit heads make him aware of issues that require after hours work or emergency situations. Because these staff are in locations distant from OIT, Ralph needs to be kept in the loop about any situations that would necessitate additional work for OIT staff. Ralph is still working on who will handle building security, but those responsibilities likely will be shifted to exempt staff. Ralph is working on a system for handling special events requests (such as recording a speaker, setting up a remote meeting). Please provide as much notice as possible until everyone gets adjusted to FLSA changes.

For information only: All newly hired salaried bi-weekly staff (non-exempt) must select TRS as their retirement option; ORP is not available to these staff members. If a staff member later moves to an exempt position, the retirement plan cannot be changed. All currently employed staff will stay with whatever retirement plan was elected at hire.

Also for information only: Anyone whose position is budgeted on state funds is budgeted through 30 June (meaning we have encumbered their salary through 30 June). Due to the time delay from the end of a pay period to pay day, non-exempt employees will work days at the end of June for which they will be paid in July, so the funds will need to come from the next fiscal year. Thus, we will need to move funds, known as accruals, from the FY17 to the FY18 budget to account for those funds. This will be handled in the Business Office after consulting with the departments.