

Meeting Agenda  
March 6, 2019

1. Call to Order – Maggie J. Gilchrest @4:00 PM
2. Guest Speaker – COS Grace Hernandez; CFO Noel Sloan; AVP of HR Jodie Billingsley

Grace Hernandez- updates

Background provided on where telecommuting came from, state issue

Used for recruiting, cost of living and commute time

House becomes your actual workstation is a requirement

IT must go and set up the technical aspects

Flexible work schedules to look at with your supervisor

Look at change of duty point, can work with you

Concerns of sick days & mental health days & health accommodations

Other things in place can resolve

17% responded of our eligible benefits employees

Q1: If the fear of adopting is abuse, why not make a solid OP?

A: discussed commute time and looking at job duties, in higher education what is our role and being of service to support staff. What is the core function of our duties and how do we meet the need?

Q2: Telecommuting as a recruiting piece for Millennials?

A: The answer is not telecommuting, it is flexible schedules and working with HR and your department need. Update change of duty point at the president's level, there are opportunities if the service is needed.

Q3: Other departments are already providing this, what would

A: remember to meet the needs of the university function, review of policy

Floor Open:

Sarah Schwintz: what situation would qualify for a change of duty request and how would I go about asking?

A: Change of duty point request is a case by case basis, example of faculty member needing to teach online for family reason

Heather Coats: From survey response, some people responded that they would be uncomfortable about making the request to President's office, they would rather make request with Supervisor

A: Initial conversation should take place with supervisor first, follow policy

Q: Follow up to IT response

A:

What is the decision: it is not being pursued at this time? Will continue to look through but based on the response

Survey sent through IT global list, but it could be skewed

Base on over 5000 employees

Q: if a suggestion by state, will they continue to look at this since it is only by emergency. Will it continue to be to be looked at? Project based employee.

A: will not stop looking at it, not an option now

Q: further situation clarification: hours counted if work done while at home.

A: exempt is different from non-exempt, different scenarios

Telecommuting is contracted by duties, which is very different from flexibility

Please send us ideas to better educate the staff

Non-exempt-employees working after hours employee will be paid

### 3. Guest Speaker – Candice Rice

Calendar holidays per year, federal

A fiscal year policy, state gets 17 holidays per year

Spring break was removed due to getting an extended winter break

Determined by a review process that is evaluated

Questions:

Option 3 is with student class dates

Q: how do we provide feedback on an option?

Staff senate will forward response to HR

Q: is there a process for submitting a request for number of days as a specific.

A: remember if the students are here, we must be here

#### Administrative Business

- a. Quorum is met -- Sarah Cuevas
  - b. Approve Past Minutes– Maggie J. Gilchrest
    - i. Minutes approved, none opposed
  - c. Treasurer's Report – Olga Achourkina
    - i. Request for an update from Scholarships
    - ii. \$23, 214 left
  - d. Another FOAP account that has 26K, we have not spent money from the FOAP. Organization account
  - e. Review of how to spend the funds
4. Committee Reports – open to discussion after each report is given (Voting reports first)
- a. Grievances – Margie Ceja
    - i. Senator excessive absences for Emily Balke  
Unanimously passed, none opposed
  - b. Diversity – Dee Nguyen
    - i. Update on diversity week, encourage staff to attend
  - c. Nominations – Shelly Johnson & David Cannon
    - i. Standing committees are full
    - ii. No one followed up ,
    - iii. Motion made by Shelley Johnson to table/remove NEEPA proposal from Senate consideration due to lack of interest in it.
      1. Motion seconded by Margie Ceja
- VOTE: Unanimously passed, none opposed

- d. Elections – Madison Proctor
  - i. April 1-15 Receiving nominations
  - ii. Elections in May
- e. PR Committee –Morgan Brannon
  - i. April 30<sup>th</sup> Second Cup at Physical Plant
  - ii. Working on Tech Advantage
  - iii. Proposal for promotional items
- f. Issues – Heather Coats
  - i. Review of current issues

For calendar, motion made for survey to tally votes, will be sent out to senators by Levi Johnson, second by Kelly Cooper

VOTE: Unanimously voted, none opposed

Motion made to suspend rules for time sake:

VOTE: Unanimously voted, none opposed

- g. OP Review – Katelyn Perry & Kymberli Saldana
  - h. Constitution & Bylaws – Kacey Marshall
  - i. Technology – Justin Hughes & Levi Johnson
  - j. Scholarship Committee – Christi Felton & Emily Everette
- 5. Old Business –
    - a. Proposals Update
  - 6. New Business --
  - 7. Open Forum Announcements – open to all Senators & Guests
  - 8. Adjourn @4:55 PM
  - 9. Motion made to adjourn by Justin Hughes, second by Levi Johnson
- Unanimously voted, none opposed