

## Meeting Minutes - May 1, 2002

Call to Order; Maurice Welch, President, Presiding.

Welcome

Pledge of Allegiance and Roll Call

A quorum was not present

Senators Present: Welch, Reynolds, Weathers, Bowen, Fleming, Ford, Graham, Pirkle, Schuessler, Wade, Wagner, Boyer, Clawson, Dragich, Rubino, Billingsley, Cates, Peterson, Hunter, Moore, Nail, Pruitt, Willingham, White, Burns, Miranda, Champion, Segura, R. Vinson, Lowe, Snider

Senators Absent: Crosby, Pritchard, Saiz, Sims, Womble, Yeates, Whyburn, Benton, Ellis, Risley, McConnel, C. Vinson, Esquibel, Lira, Vazquez, Harris

Minutes from March 6, 2002, Meeting

Minutes were reviewed and no changes were noted. Could not approve due to lack of a quorum.

C. Treasurer's Report for April and May

Jeanine Reynolds presented the reports.

Treasurer's Report was reviewed and no changes were noted. Could not approve due to lack of a quorum.

Committee Reports General Information

Kerry Billingsley gave a report on the Employee Scholarship committee. She explained that the current expenditure from the endowment to support the scholarship program is approximately \$435,000 per year and that the endowment's projected earnings for this year are only \$352,634. At the present time, we cannot increase the amount given as a scholarship. A recommendation from this committee will be sent to the Development Office to inquire into soliciting donors to contribute to the endowment to increase future disbursements.

Communications Committee - Ron Nail

Arbor Day planting was cancelled due to the rain.

Requested help with organizing the New Senator Orientation to be held in place of the July meeting.

Election Committee

Kerri Ford has received the breakdown on each classification and requested information on how many positions would be open and/or lost in each classification.

President's Report - Russell Crosby

KTXT sent the Staff Senate a Thank You letter for helping to staff the phones during the Festival 2002 Campaign.

Summer hours for the university have been changed to 7:30 a.m. to 4:30 p.m. with a one hour lunch beginning Monday, May 13, 2002.

Compensatory Time Procedures for TTU Employees

Jim Brown, Director of Personnel, discussed the differences in compensating employees with compensatory time (Comp Time) versus paying them for the overtime hours that they work.

TTU OP 70.17.4. Payment of Overtime, Nonexempt Hourly Employees

Non-exempt hourly employees required to work extra hours on normal work days or on non-work days will be paid for those hours at straight time rates provided the total hours worked during that workweek do not exceed 40 hours.

Non-exempt hourly employees required to work more than 40 hours in any workweek are entitled to compensation for such overtime. The hours worked in excess of 40 will be multiplied by 1.5 and will be paid at the regular rate of pay plus any applicable longevity, hazardous duty, or night shift differential adjustment. Any paid leave or holiday hours taken during a workweek are not counted as hours worked in determining overtime hours worked. The TechPay payroll system will automatically make this

calculation and include the compensation with regular pay based on the Report of Hours Worked for the workweek.

In situations in which the employee has not worked more than 40 hours in a workweek, but the total hours worked plus hours of paid leave and paid holidays exceeds 40 hours, the employee will receive straight time pay for the total hours of work plus the total hours of holiday and leave time.

In situations in which the employee has worked more than 40 hours in a workweek and has taken paid leave or paid holidays in the same workweek, the employee will receive straight time pay for the first 40 hours of work plus the total hours of holiday and leave time. The employee is entitled to compensation for all hours worked in excess of 40 in a workweek. All hours worked in excess of 40 in a workweek will be multiplied by 1.5 and will be paid at the regular rate of pay plus any applicable longevity, hazardous duty, or night shift differential adjustment. The TechPay payroll system will automatically make these calculations and include the compensation with regular pay based on the Report of Hours Worked for the workweek.

#### New Business and Issues

Shauna Peterson has resigned her position on the Staff Senate and within the University effective May 10, 2002. We wish her well in her endeavors outside the university.

#### Announcements

Sidney Fleming, Sandy Ellis, and Jeanine Reynolds have been appointed to serve on the Staff Gender/Equity Committee created by the Office of the Provost.

Mike Ellicott or Theresa Drewell will speak on the Master Plan Update at the June meeting.

#### Next Executive Board Meeting

May 29, 2002, 3:00 p.m., UC Llano Estacado Room

#### Next Staff Senate Meeting

June 5, 2002, 3:00 p.m., UC Senate Room

Adjourn

Recommendation was made by Ron Nail and seconded by Roger Vinson to adjourn. Recommendation was approved.