
Member(s) Absent / Excused: Alicia Hughes.

Determination of Quorum: Fifteen of Sixteen active members present at the beginning of the meeting, quorum established.

Call to Order: R. Frossard called the meeting to order at 9:00 AM.

Approval of Minutes: Minutes approved and published with no corrections.

Administrative/Special Guest Comments:

Committee Reports: R. Frossard called for Staff Senate committee reports:

1 Communications Committee – did not meet.

2 Compensations Committee – K. Burr discussed that the committee will meet with the new Human Resources director and are currently in the gathering phase for information.

3 Elections Committee – did not meet.

4 Executive Committee – did not meet.

5 Legislative Oversight Committee – L. Powell discussed that the committee has been discussing Robert's Rules of Order. Kim Noll will be replacing Hiedi Carlin on the committee.
   • Motion for committee to start working on Staff Senate Policies, review Robert’s Rules of Order, and the anonymous comment page.
     ○ Motion was unanimously approved.
6 Staff Welfare Committee – P. Holder presented the Tuition Discount/Fee Waiver policy changes.
   • Policy changes were unanimously approved.

R. Frossard called for campus committee reports:
1 Administrative Council – did not meet.

2 Diversity Committee – H. Arnold discussed that the MLK breakfast was a huge success. The committee opened up the MLK breakfast planning to community members and has already had a nice response.

3 Faculty Senate – Wendy McGrane reported that Faculty Senate approved the definition of domestic partner as proposed by the Faculty Welfare Committee to be included in future insurance quotes. The faculty handbook is still being reviewed. VPAA candidate interviews are scheduled and open to faculty and staff. The employee survey is almost complete and will be sent to the Faculty and Staff Senate Executive Committees for approval.

4 Financial Stability Committee – E. Bryant discussed that there was a Design Team meeting. The committee will be moving forward with financial training.
   • Motion to have GGOE presentation for Staff Senate
     o Motion was unanimously approved.

5 Student Senate – H. Arnold discussed that new Student Senators were voted in. Student Senate has representatives on the Smoke/Tobacco Free Campus committee. St. Baldrick’s will be held after Spring Break this year.

Unfinished Business:
1 Basketball Game Day Parking – K. Burr discussed that after the last Staff Senate meeting she went back and discussed the issues brought forth during the Staff Senate Planning Session with the Athletics Department. The email that was sent out this year was poorly written with little information. Next year it will include more pertinent information for employees. Vehicles parked in the lots reserved by Lion Backers have to be moved 1 ½ hours prior to the game because that’s when the gates open.

New Business:
1 Anonymous Comments – R. Frossard discussed changing the anonymous comment form to where comments will be emailed to a Senator of the commenter’s choosing, the entire Staff Senate, or the Staff Senate Executive Committee.
Anonymous Comments –

**Staff Senate Comment Form**

**Received** 2/9/2015 9:03 AM

**Name**

**Subject** Computer Administrative Rights

**Comments or suggestions:** Updating software can has turned into a hassle. Something as simple as updating flash for a web browser can take several days because IT is required to do it. I understand it could create issues if everyone had administrative rights to update and install software, but it would be beneficial if one person from every dept was given administrative rights to update or install software for there department. This is a very simple task that we all do at home but are not trusted to do at work. Allowing us to install and update our own software would also free up IT workers to work on more important projects.

- Forwarded to Al Stadler, IT Director

**Staff Senate Comment Form**

**Received** 2/10/2015 10:50 AM

**Name**

**Subject** Paid Time Off

**Comments or suggestions:** A suggestion I have is that we change the name and group together Staff Employees’ Vacation and Sick Leave. At Freeman they don’t divide their hours into “sick” and “vacation” time. They have something called "Paid Time Off" (or PTO). This would mean (for the bi-weekly paid Staff) that instead of every other pay check 4 hours going to sick and 4 to vacation that 8 would go into our Paid Time Off. It just seems more logical that way, because it is the hours that we earned off so we should be able to use them how we need to instead of worrying about if we have enough sick leave or vacation time.

- Forwarded to Evan Jewsbury, HR Director
  - Mr. Jewsbury responded, “The MOSERS retirement system requires us to differentiate between vacation and sick leave due to the fact that when one retires a service credit is issued for every 168 hours or unused sick leave.”
Staff Senate Comment Form

Received: 2/10/2015 11:05 AM
Name
Subject: Overtime
Comments or suggestions:

Why do some areas get paid overtime and others do not? The custodial staff will get paid overtime for working events and yet the secretaries on campus are not allowed to get overtime. It just doesn’t seem right that secretaries are also expected by their supervisors to work events and we are told to just take time off later in the week. Well sometimes it doesn’t always work that way and then if we are gone too much, because of all the overtime we have accumulated, there is no one there to assist with the department and students aren’t getting the help they need because the Faculty does not know how to do a secretary’s job and usually give out the wrong information anyways. Then the secretary has to come back and fix more problems, then if he or she would have been able to just stay at work and have gotten paid for the overtime. It can make our University seem like we don’t know what we are talking about when someone tries to do someone else’s job when they know next to nothing about it. It just seems unethical that we are expected to work a lot of overtime sometimes, because some secretaries (depending on the season) have to work A LOT of overtime, and get paid very little compared to other colleges around and not get properly compensated for it.

Forwarded to Evan Jewsbury, HR Director

Mr. Jewsbury responded, “According to the MSSU policy OT is authorized by the employees immediate supervisor. If an employee is working over 40 hours in a work week then OT should be indicated on the employees time card. I would personally recommend that an employee whom is experiencing any issues logging OT worked to discuss it with their next level supervisor, appropriate administrator or HR. For now, I will reference an excerpt the policy regarding overtime for classified employees as noted in 4.4 (pg. 26) of the employee handbook. “Overtime work is not to be performed at the discretion of the employee, but must be scheduled and approved, in advance, by the employee’s immediate supervisor. Advance notice of the need to work overtime will be given to employees whenever possible; however, there are times when emergencies arise or situations occur that do not permit advance notification. All hours worked during a workweek, including those over 40, are required to be reported on an employee’s timesheet. Timesheets need to be signed by the employee’s immediate supervisor before submitting to HR for processing. Classified employees who work over 40 hours during a workweek also need to have their supervisor complete the “Overtime Authorization” section on their timesheet.”

Comments and Announcements/Guest Input –

Adjournment: P. Hosp made a motion to adjourn. C. Owens seconded the motion. The motion was approved and the meeting was adjourned.

Next Meeting: Wednesday, March 11, 2015 in Billingsly Board Room

Respectfully submitted by: Patty Holder