

**SAS Meeting Minutes for 2/17/16**  
**9:00-10:30 am; 119 O'Shaughnessy**

**Attending:** Lisa Gallagher, Cheryl Lee, Laurie Mastic, Marie Revak, Maribel Rodriguez, Amanda Sarratore, Rhonda Singleton, Terri Sweeney, Wendy Wolfe

**Guests:** Rob Becht, Mo Marnocha

**Meeting called to order at 9:00 am**

**Public Forum**

The new and returning SAS committee members introduced themselves and Laurie gave a nice overview of SAS's mission. She added that SAS serves as a liaison between staff and the administration. Laurie continued to say that it is a forum for admins to bring up issues or concerns and stressed that what is said at the meetings is held confidential.

Laurie shared a concern from one of the admins regarding holiday gifting by faculty and how it varies from each department. Rob and Mo responded by saying it's up to each department whether they choose to provide gifts. They continued to say that as long as faculty spends their own money and not use University money, it's left to the discretion of faculty how they gift their staff.

It was commented on how staff in the College of Arts and Letters, who once were non-exempt salary, are now non-exempt hourly and subject to recording their hours in Ultratime. Concern raised that other departments on campus are not required to use Ultratime. Rob and Mo responded by saying that staff needs to be compensated for the number of hours they work. Due to the number of hours worked overtime without compensation, the decision was made within the College that non-exempt employees would record their hours in Ultratime. Therefore employees would be paid for the number of hours they have worked. Rob mentioned that coming soon Federal regulations may enforce the recording of hours which would make the use of Ultratime universal throughout campus.

It was mentioned that due to the limited funding available with positions paid by grants that overtime hours are not recorded. Rob and Mo were quite concerned and stressed that all hours including overtime hours must be recorded in Ultratime. Rob and Mo will look into ensuring that future compensation is addressed.

**Minutes**

The minutes from the previous meeting of January 19<sup>th</sup> were approved by the committee members.

Laurie suggested formalizing the process of how the minutes are posted on the G-drive and made the following suggestions of how the minutes could be labeled:

*Original* – Minutes as typed

*Corrected* – only if necessary

*Published* – approved and ready for website

*Private* – for committee only – do not publish

All agreed to the new process and agreed that the minutes of the previous meetings would be approved at the next SAS meeting. It was also agreed the minutes would be sent out a head of time to the committee so they would have a chance to review and any make corrections prior to the next meeting.

### **Meeting Locations**

It was decided that the SAS meetings would be held at other conference rooms on campus. The March 16<sup>th</sup> meeting will be held in O'Shag, Room 219 and the April 12<sup>th</sup> meeting will be held in O'Shag, room 339.

### **Spring Break Event**

The committee agreed during spring break to tour the exhibit at the Snite Museum of Art with lunch to follow in the Great Hall. Details of the event would follow and Amanda would send a notice to all admins.

The committee will discuss a summer event at the March meeting.

### **Administration Updates from Rob and Mo**

Rob shared that the next book club is Thursday, 2/17 and the author of the book, Professor Ian Kuijt, will be at the meeting.

Rob commented that IT has been working on a new portal that will replace InsideND. The new program will support duo communication via a pass code, an office phone or a text messaging for authentication to access the University's systems.

Rob stated the conference room (119) in O'Shag will be replacing the overhead projector with a new video monitoring system. It was mentioned that the overhead projector would be sent to Surplus. Terri asked if the projector could be sent to the Shaw Center. Rob approved and Terri will follow up with Amanda from IT.

### **Meeting adjourned at 10:30 am.**

Minutes submitted by Terri Sweeney 2/26/16