

January 2022 Staff Senate Meeting Minutes

1/13/2022

- ❖ Meeting called to order by Trish Watkins (chair) at 9:30 am
- ❖ *A motion was made, seconded, and passed to adopt the agenda*

- ❖ *Debbie with HR update*
 - Use workday to elect to receive W2s electronically or by mail
 - W2s will be sent out January 31st
 - Performance reviews for all classified and non-classified employees to be completed by March 31 in workday
 - Employee Awards Banquet postponed the recognition event and changed to something during the workday for the employees who have been recognized to be held around end of February end of March.
 - Anticipating 2 different luncheons to minimize group sizes with Chancellors giving a speech expressing his appreciation for services and opportunity to collect awards.
 - 2022 Annual Awards Banquet Program to be held at Town center on **Tuesday October 11th**
 - Payroll pay frequency change to semi-monthly in April
 - Our intentions with the pay change is to help our employee recruitment and retention efforts. Applicants for campus openings are not willing to go an entire month between paychecks.
 - Additionally, our classified staff turnover rate in 2021 was over 24%, non-classified turnover rate was over 15%.
 - 60% of our staff make less than \$50,000 annually.
 - HR feels that this change would help employees by giving them frequent access to their funds and contributions to retirement, comp time and overtime
 - Pay scheduled for 31st and 15th of each month.
 - Leave will not accrue until the end of the month

- ❖ Gary with parking and transit
 - Just a reminder that students will return 1/18.
 - Speed limit changes around campus
 - 17/36 available bus driver positions available

- ❖ A motion made, seconded, and passed to approve minutes

- ❖ Theresa with committee awards
 - Outstanding Team Award nomination now open
 - Nomination and eligibility requirements form is on our website
 - Deadline to submit nominations is 1/28

- ❖ Myrlinda with employee of the quarter
 - 14 nominees as of 1/13 for employee of second quarter
 - Deadline with employee of the quarter 1/14/22

- ❖ Erin with internal affairs
 - Flexible work policy
 - Committee submitted a summary of concerns for
 - The long-term requests submitted that have not received any response and the disrespect that shows the staff member.
 - Inconsistencies and approvals of the long-term request submitted via the policy
 - Inconsistencies on what's acceptable or what would be approved for short-term flexible work request
 - The committee is currently trying to problem solve inconsistencies and inefficiencies with remote work requests. Recommendations have been sent to Staff Senate officers

- ❖ Kelly with scholarship
 - 2 of 4 applicants received staff senate scholarship for spring of \$125.00
 - Kristen Ligon (development)
 - JL Jennings (athletics)

- ❖ Myrlinda with Ad Hoc Committee Childcare update
 - The committee is creating a childcare resource list, including the essential worker childcare form
 - They are also working to gather metrics on the situation for staff members. Volunteers are welcomed to join

- ❖ Travis with Treasurer's report
 - The 2023 budget request was approved, and will be forwarded to Admin.

- ❖ Anne Bordelon
 - Human Resources challenges and opportunities were discussed, as well as ways to enhance job applicant pool and remote/flexible work schedules.
 - Margaret McCabe will be leading an HR/Flex/Remote work task force.
 - Still working to address salary compression at the lower end of our pay scales.

❖ *A motion was made to adjourn meeting second and passed at 11:07*