Staff Meeting

February 25, 2020 International Commons 10:30am - 11:30 am

Agenda

- Staff Chair Report (Nancy Propst) - approval of minutes requested
- Carl Sorenson-(guest speaker) spoke on reporting time, employee's responsibilities, manager's responsibilities; Fair Labor Standards Act University has responsibilities for reporting, changed Banner worked, overtime documenting over 40 hours. Encourage report time worked including time at home checking emails, etc. Discuss expectations with supervisor. You must log your hours if working outside normal working hours.
  - Non-exempt employees: State institution uses comp time, but federal law prevents private institutions from utilizing comp time. Alter schedule within that week period to fulfill your hours.
    - Talk to chair about your hours and expectations Tracy Kitt is the A&S business partner in HR if any questions
    - Step two log actual hours that you worked.
- Questions from staff:

  Staff have heard of some department chairs request for work that are outside the norm such as walking a dog, going to dry cleaner, etc. that are considered not within the context of office work. Doing personal chores/tasks outside the functioning of the University are conversations that HR can assist the staff member with in talking to their supervisor.

  Staff asked about the difference between a modified schedule and comp time. Modified schedule means this happens during the same week, Comp time is usually future oriented and not within the same week.

- Dean’s Report (Patrice Rankine) –
  - Thanked staff for participating in the 360 evaluation of Dean (which included 130 faculty and 20 staff). Staff gave very positive remarks. Recognition of staff is important to us. Peer treatment of others ranked high. Improvements need to continue to be made.
  - Will keep this staff engagement committee consistent for next year since this is a new committee.
  - Not adding any new positions to the 12 already in the Dean's Office but rather revise positions within dean's office. Recognizing the need for a second finance position to support Surabhi but this is on hold for now with a new associate dean and another on leave.
- Committee Reports:
  1. Concept 30 (Jo Bachman): Bringing process to a close/wrapping up and moving foward. The committee started talking about visibility and awareness and how well understood at shaping A&S and the university. The committee talked a lot about the initiatives and provided a spreadsheet to visually see what has been done. They do see some needs to be expanded and other needs to be wrapped up. Are we "initiatived-out" as faculty and staff? There is no budget to continue. An idea is to have lunch with various committee members or to have a couple of each committee members going to departments to meet and discuss issues.
2. USAC (Jennifer O'Donnell): Catering changes and EMS are now combined. The second announcement is that the Bush Gardens Day will change to receiving meal vouchers, online sign-up, ability to still purchase water country tickets, ability to purchase extra tickets at park. Discussion on workplace dynamics - merit raises, gender gap, the difference between bullying and legal aspects of this.

3. APPC (Lamont Cheatham): Working with Dean's Office on faculty lines, target opportunity hires, no staff reports, students’ petition for exceptional status.

4. BPRC (Michele Mauney): One time funding request reviewed, 7-8 reports and drafting memo to Dean. Creating guidelines since this is a new committee.

5. Engagement Coordinator (Katreena Clark): Asks for call for action to use email for thoughts, positive ideas, suggestions for Dean's Digest

- General staff questions (Nancy Propst):

  Discussion about ROTC cadets requesting to be able to register early like student athletes and article in the Collegian. Faculty Senate denied the request.

  Nancy provided an update to TREX initiative-May 1st deadline - UR has been collecting 100 lbs or more a week. This is shifting how to make it a part of UR recycling plan.

  Carolyn suggests in October of 2020 to invite DMV to campus for upgrading driver's license to Real IDs.

  March 1st end of petty cash through Cashier's office. They will go through Chrome River.

  Discussion on Chrome River and how it's going. Positive reviews on how staff feel about the implementation so far.

Meeting adjourned at 11:30am.