

Attending: Glen Ford, Deb McGill, Mardyne Matthews (HR) Pat Anderson, BrandE Faupell, (HR) Sarah Phillips (HR), Shannon Johnson, Jill Ballard, Karen Hoffman, Suzanne Thorpe, Amy Brazier, Enid Kelley

Minutes  
CEA Executive Board  
TSC Room 225  
October 5th - 11:00 a.m.

**Call to order & approve minutes**                      **Jill**

There was not a quorum present at the beginning. Minutes were not approved.

**IA. Glenn Ford, VP for Business and Finance**

Presented a new organizational chart for Business and Finance.

They completed the search for the new HR director and didn't feel the pool was strong enough. They asked BrandE Faupell to serve another year as Interim. She may serve indefinitely.

Gary Chambers is VP for Student Services. Dwight Davis is Assoc. VP for Auxiliary services. All Auxiliaries now report to Business and Finance. Darrell Hart is the Assoc VP for Facilities, Dave Cowley is the Assoc VP for Financial Services/Controller, Lori Selby was hired by Glenn Ford from Washington State in a new position as Exec Dir of Administration. Whitney Pugh is the Ex. Dir. Of Budget and Planning.

Mr. Ford was asked by Shannon who on their board would fight for us in Legislative issues. Mr. Ford indicated they all would. He believes budgeting is a marketing strategy to place before the legislature. We hear a lot about faculty increases in the news, but it is a marketing strategy. Discussion continued of need to continue with goals of paying staff a competitive salary. Mr. Ford believes we have an overall good retirement and benefit package.

Mr. Ford also distributed bullets that dealt with the purpose of Area Business and Finance Coordination Group. It provides a forum to enhance communication, provide customers with a forum and provides opportunities for interaction. He invited CEA to come to the coordination group meetings. He will send an agenda to Jill for distribution.

**I. Mardyne Matthews – HR – Policy Changes**

Mardyne, BrandE, and Sarah presented a powerpoint presentation on the Fair Labor Standards Act. Points presented were: regulations of the law, compensable time and laws on record keeping. They also clarified that exempt employees are paid a set amount for doing a job and are exempt from receiving overtime pay. Non-exempt and hourly employees are eligible to earn 40 hours in a work week (University week begins Saturday at 12:01 a.m. and ends Friday at midnight) Comp time is also earned at 1 ½ times salary.

Clarified that records of hours must be kept for 3 years. Both employees and supervisors must sign.

## **II. Committee Reports & Assignments**

### **Salary & Benefits:**

**Deb**

Deb took shared policy to HR. They need a full-time tenure faculty that will serve on the committee to review leave benefits and the possibility of adding shared leave to the benefit package.

Employee Enhancement:

Lisa

Employee Relations:

Shannon

Scholarships:

Dorothy

Employee Recognition

Maren & Suzanne

Maren received 5 nominations for Employee of the Quarter. They hope to present the award at the December forum.

Media & Public Relations:

Amy

Newsletter

Newsletter is ready to go. They will ensure that administrators get newsletters. Jill will give an updated employee list to Enid to update the email list.

## **III. EBAB**

**Jill**

Employee Benefits and Advisory Board. Discussed the possibility of using the Student Center for Faculty and staff as a health center for drop-in care. They will present the request for evaluation to administration.

Meeting adjourned.

Next Meeting: Thursday, November 2nd