

Minutes
Commission on Staff Policies and Affairs
March 24, 2015 – 2 p.m. – NEC Conference Room 3600

Present: Bonnie Alberts, Judy Alford, Catherine Caldwell, Mary Christian, Carolyne Dudding, Jamie Hollimion, Hal Irvin, Alex Parrish, Julie Shumaker, Janet Murphy, Kim Dulaney

Absent: Osman Ahmad, Allen Campbell, Alexander Leonessa, Robert Sumichrast, Sam Easterling, James McClellan, Sue Teel

Call to Order

The meeting was called to order at 2:00 p.m.

Approval of Agenda

Revised agenda was approved as written.

Approval of Minutes

Minutes from the January 27th meeting were approved.

Committee Reports

CEOD Update

The commission is currently working to define “caucus” and reaching out to the different caucuses on campus to see if they want to be represented on University Council and the CEOD. A survey has been developed and will be sent out to the chairs of each caucus.

There were no further committee updates.

New Leave System

Claudia Cornwell, Leave Programs Supervisor, gave members an update on the new leave system. The new system is user friendly and intuitive. There is a flexible routing function that will allow departments to choose how leave is routed from user to supervisor. This is a paperless system that will allow you to enter your hours worked and hours of leave taken in the same screen. Calculation for overtime will be done by the system automatically, which will reduce errors and be an improvement from an audit standpoint. The system will have pop ups of useful reminders. Leave Reps will be able to go back one leave period to make corrections. Roll out of the system will be a multi-phase project: April 1- internal pilot group, June 1- extended group within the pilot group, July 1 – University. Trainings will be held prior to these dates.

Winter Weather Closing

Mike Mulhare, with Emergency Management, will join April's meeting to discuss the policy and how decisions to close are made. Members were encouraged to bring questions to the next meeting and invite others who would like to participate in the conversation.

Adjournment

There being no further business, the meeting was adjourned at 2:55 p.m. The next meeting will be April 28, 2015, 2:00 - 3:30 pm in North End Center, Conference Room 3600.

Respectfully submitted,

Amanda Lucas
CSPA Support Staff