

**University of Puget Sound Staff Senate**  
**Minutes for November 11, 2020, 12:20pm**  
**Via Zoom**

Present: Alison Tracy Hale (Faculty Senate liaison), Aubrey Shelton, Carol Odland, Cindy Matern, Deborah Hope, Erin Ruff, Francisco Perez, Frank McNeilly, Greg Pfeiffer, Heather Bailey, Jamie Spaine, Janessa Caminos, Jason Rotchstein, Jenee James, Jessica Hartenstine, Justin Canny, Kelli Delaney, Krista Johnson, Landon Wade, Lee Ann Packard, Luanne Meyer, Mary Powell, Michelle Gretsch, Michelle Shandrow, Moe Stephens, Nicole Cariño (ASUPS president), Sabrina Shepherd, Sage Haynes, Sarah Comstock, Sarah Johnson

I. Call to Order, Welcome, and Veteran's Day acknowledgement – Johnson called the meeting to order at 12:21pm

II. Consideration of Minutes from October 14, 2020 – Motioned, seconded, and approved minutes

III. Questions of Officer, Committee, and Representative Reports

- Chair: Johnson read Chair's report (posted to Staff Senate webpage)
- Faculty Senate liaison: faculty continue to address shared governance and COVID planning
- ASUPS president: thanks to staff for all the work supporting students, students expressing conflicted feelings of wanting to be back on campus with concerns of health and safety
- Treasurer: \$2416.97 in general fund, \$606.37 in Rosa Beth Gibson book scholarship fund; donations have grown general fund, Sabrina Shepherd asked about possibility to donate to scholarship fund; Landon Wade brought Jacqui Elliott's suggestion forward of exploring a technology scholarship fund in memoriam for Bjorn Johnson, referral to Special Events committee to connect with Donor Relations about feasibility of starting "competing" fund and capacity to fund at a helpful level
- Human Resources Policies and Practices: FLSA discussion, recognition of staff
- Compensation: preparing Budget Task Force proposal and want staff feedback, proposal timeline is fixed (feedback form goes to staff today and collecting responses through 11/16, proposal sent to all staff senators on 11/18, senators' feedback needed by end of day 11/19, proposal revised and shared with senators 11/20 for approval by 11/30 [spans Thanksgiving week]), proposal due to BTF 11/30, presentation to BTF on 12/4
- HR: Cindy Matern discussed open enrollment and FLSA changes
  - Open enrollment: all staff should submit online enrollment forms even if no changes (no paper this year!), HR will follow up with staff who submit nothing so please save their time by submitting online form by 11/20; 20% overall increase to health care premiums based on increased participant needs in 2020 that are expected to continue into 2021 (not due to COVID), university will continue to pay 100% of employee premiums, 50% of dependent children premiums and 25% of spouse/partner premiums, staff and faculty who cover dependent children or spouse/partners on the plan will see a 20% increase in their portion of the premiums beginning 1/1/21
  - FLSA changes: WA Dep't of Labor and Industries regulation affecting exempt staff who earn a certain amount ([salary threshold implementation schedule](#), from July '20 to January '28), university has decided to shift these exempt staff to non-exempt, those

staff affected should have been contacted by supervisors, those moving from exempt to non-exempt will retain leave accrual and retirement benefits of exempt staff, due to time reporting difference between exempt (pay periods are 1<sup>st</sup>-15<sup>th</sup> and 16<sup>th</sup>-end of month) and non-exempt (pay periods are 22<sup>nd</sup>-6<sup>th</sup> and 7<sup>th</sup>-21<sup>st</sup>) staff even as all are paid on the 15<sup>th</sup> and last days of the month, those staff changing to non-exempt will see smaller January 15 paycheck, HR can give \$1200 advance in pay for those affected which would be deducted from the following four pay periods (\$300 per pay period), recoup completed by 3/15/21 so that these transactions conclude and net to zero within the same payroll tax reporting quarter, staff should contact HR to discuss and request such advance, impacted staff should contact payroll for timekeeping information; departments must plan for overtime (or not) and make BTF requests or restructure work to stay within compliance; computer professionals and educators have different regulations, but these regulations do not apply to our TS staff or our coaches (considered educators in regulation)

- Heather Bailey asked about the possibility of converting campus break days for Spring 2021 to bonus days (Curriculum Committee and Faculty Senate have adjusted traditional spring break week to be five days throughout the semester [2/18 and 19, 3/29 and 30, and 4/14] off from classes for students), Cindy Matern notes no changes at this point and suggests Staff Senate could take to Cabinet for consideration
- Vice Chair, Secretary, Elections and Governance, Special Events, Staff Recognition, and Public Relations committee have nothing to report

#### IV. Old Business

- Continued service until election approved at last meeting
- Elections and committee service: Johnson moved, and body seconded and passed to combine Special Events and Staff Recognition committees for this academic year
- Bylaws review (to include apportionment of senators to staff): Johnson moved, and body seconded and passed to create Ad Hoc committee composed of Elections and Governance and Executive committees for total bylaw revision with a goal of producing revisions for vote by February '21 (to match university Board of Trustee meeting and in time for spring elections); Joanna Carey Cleveland should be included in some, if not all discussions

#### V. New Business

- Sp21 plans, COVID: DCS most in-person interactions this semester, providing great service to students, staff, and faculty who are on campus; GET mobile ordering has rolled out and working well to minimize waiting and gatherings at the diner, additional food/drink locations set to open; students express concern with peers' behavior; Kelli Delaney noted that faculty are being allowed to teach virtually in Sp21 and wonder if staff need to take more actions to continue working remotely even as campus opens, Cindy Matern noted that some positions cannot be done remotely but those that can be done are to be addressed by staff and supervisor to ensure department can operate with decision within each department

#### VI. Other Business

- Breakout rooms for committee to select chair and make plans for committee work
  - HRPP chair: Sabrina Shepherd
  - Compensation chair: Carol Odland
  - Public Relations chair: Krista Johnson
  - Election and Governance and Special Events and Staff Recognition had members absent and will address chair soon

VII. Announcements (open forum)

VIII. Adjournment – M/S/P adjournment at 1:54pm