Staff Advisory Committee to the President  
College of Charleston  
April 6, 2016, 10:00 a.m.  
Stern 205

Attending: Emily Padgett, Karen Hauschild, Sarah Loge, James Ravenel, Diane Cumbie, Sarah Loge, Michelle Futrell, Erin Blevins, Ed Pope, Charles Bradley, Teena Ham, Melissa Thomas, Seaton Brown

Not Attending: Joyce Wilson, Maura Hogan, Susan Hallatt

Call to Order at 10:05 a.m.

Melissa Thomas asked for a specific date that the Great Campuses to Work For Survey will be posted.

A Recap of the last minutes were shared with missing member

Minutes of Last Meeting were approved

Sub-Committee Reports (10-15 minutes)
- Staff Liaison Committee (Chair: Erin Blevins)
  - Spirit Day feedback and March 4 launch
    - It helped that the April 5 Cougar Spirit Day was same day as Can’t Hide the Pride
    - A Keeper of the Buttons has been found for Harbor Walk
    - Next Cougar Spirit day is May 6th and corresponds with commencement
    - Charles Bradley to follow up with Bookstore success
    - Will put a “shout out” on YAMMER to bookstore for the discount they have been providing on Cougar Spirit Days.
- Communication and Concerns (Chair: Susan Hallatt)
  - Staff Celebration
    - Continuing with plans for staff celebration
    - Wednesday June 15th is the date for the Staff Celebration
    - KH will put out a notice on YAMMER
    - It will be from 11-2
- Membership (Co-Chairs: Sarah Loge and James Ravenel)
  - Nomination/Election Updates
    - AT Large folks will be announced Friday
    - There are two this year, and next year will be 3 with a two year and 1 with a one year appointment; and we will be on schedule
    - Two self-nominated for temp staff appointment
- Ad-Hoc Wellness Committee (Chair: Melissa Thomas)
  - Need to figure out a new strategy for time commitments to chair committee

Next Meeting: April 20, 2016, 10:00 a.m., Stern 409 A/B
o Can be owned by SAC; was suggested to start a website for healthy options around campus
o Suggested to take smaller steps to get committee started
o Start with healthy website and Healthy Business Challenge and get HR to start it up
o Fat Cats is going away
o Check back in with Weight Watchers about offering program on campus and/or employee discount

Old Business (10 minutes)
- Parking for adjuncts/temp employees
  o Prepay parking for temp employees
  o KH forwarded Parking Services’ response to SAC membership
  o Temps pay for parking in their first 6 pay periods instead of being spread out over year. They do a prorated refund for their end date
  o Suggested Education and providing a webpage for temp employees to go to
  o Parking options already covered in Temp Onboarding through HR
- Diversity Review Committee submission
  o The suggestions that SAC committee members submitted were compiled by Karen and sent to the Diversity Review Committee; a copy of SAC submission to the committee has been forwarded to SAC members

New Business (35 minutes)
- Presentation: Ed Pope (10-15 minutes)
  o possible changes to the FLSA, implications for our employees, and points to consider in preparation
    ▪ at beginning phase of possible changes re: Fair Labor Standards Act
      • FLSA – federal law that establishes overtime
    ▪ The College has had 3 types of exemption
      o Executive, administrative, and professional (learned) teachers,
    ▪ Executive Exemption
      • Paid $455/week ($23,660)
      • Regularly supervise 2 or more f/t employees
      • Management of enterprise
      • Hire/fire
    ▪ Administrative
      • Paid $455/week
      • Office or non-manual work
      • Primary duty includes independent judgement
  o Non-exempt employees have to do timesheets
    ▪ Work hours between 37.5 to 40; There is no overtime for hours worked between 37.5-40.
    ▪ Temps get paid for all hours worked and are not eligible for comp time. Non-exempt employees get overtime or comp time for hours worked over 40 hours.
    ▪ 240 total compensatory time is the max you can accumulate
must be approved in advance
balance paid out upon termination of employment

- Exempt employees
  - casual overtime worked at exempt employee’s discretion over 40 is not compensated.

- Proposed changes
  - This is all being done administratively through the Department of Labor
  - Increase salary base from $455 to $970 per week ($23,660 to $50,440/yr) to be classified as an exempt employee.
  - Annual automatic increase in salary base to match 40% of US salaries
  - No changes to Duties Test that we know of
  - Uncertain what the final rule will be. Anticipate by May or June for Federal Ruling
    - 60 day implementation grace period to comply
    - part of feedback from CoFC is a request more compliance time
  - Two Bills are trying to slow this down; proposed by senators to slow it down and have DOL have economic impact study done; President could veto and have 2/3 override
  - uncertain on what will happen, but HR is preparing for proposed changes
  - 230 employees will be automatically impacted and will be non-exempt due to salary change if it goes through.
    - will have to do time-sheets
    - Eligible for OT
    - Manager will have to manage time more closely to prevent/minimize OT
    - Employees must not be expected to respond after hours (unless it’s required) as this could be work time (checking emails, returning calls, researching, etc.)
    - HR is working on building in a way to track comp time in Banner for employees that could be eligible for Comp time
    - Requires non-exempt employees to use comp time first
  - Risk of FLSA violations if hours are not properly recorded
    - If OT not managed, considerable financial impact
    - Staffing and Scheduling Concerns
    - Morale
  - In Preparation for Change, Supervisors Should...
    - Estimate potential OT implications for your department
    - Consider how you will handle work schedules and staffing of events to avoid OT
    - Ensure employees know this may happen and why it’s important
    - Consider like-classified employees who do same job with salary over $50,440; they may be impacted too for consistency.
  - Ed is offering to come to departments and discuss this process

- Discussion: Great Colleges to Work For Survey Results
- Ideas/Concerns from the Campus
- St. Phillip's Street/Parking Garage crossing
  - DOT and City Council is looking at a 4 way stop
- Staff Training Opportunities at nearby schools
- Student Benefits for Employees paying Tuition

Closed meeting at 11:15 a.m.

Respectfully Submitted by Emily Padgett
Secretary/Treasurer Staff Advisory Committee