Present: Erin Blevins, Teena Ham, Sandra Cultra, Domenico Ruggerio, Shannon McKenzie, Chris Marcus-Kitchings, Maura Hogan, Rudy Alisauskas, Ed Pope, Cheryl Wingert, Diane Cumbie, Cicely McCray, Walter Brown, James Ravenel, Kimberly Gertner

Absent: Sarah Franciscus, Debbie Hammond.

Erin Blevins Presided in Sarah Franciscus’ absence.

Call to Order – 10:05 am

Approval of Minutes
No additions or deletions to meeting minutes.

Sub-Committee Reports

Staff Liaison (Maura Hogan and Domenico Ruggerio reported)
Asked that we pass on the upcoming Spirit Day to our departments/divisions. They will send an email out.

Communication and Concerns (Diane Cumbie and Teena Ham reported)
Staff Appreciation Day - Diane spoke with catering about using the deck and they said it would be okay. We need to determine flow of events and speaker placement since this will change. The dates available and being held for the hospitality suite are June 13, 14, and 15.

Picture - Campus photographer hasn’t been available. We’ll have to shoot for a future time.

Suggestions Boxes – Discussion regarding getting verbiage added to boxes on purpose of suggestion box. They are located in two areas now for staff who don’t use computers daily – Physical Plant and Grounds. Ed Pope noted that he talked with Steve Osborne and that Steve has a suggestion box for his business affairs staff in Randolph Hall.

For follow up:
- It was suggested we look at adding a box to Stern Center.
- Add typewritten purpose of boxes on a label to put on boxes.
- Send email to all staff regarding the opportunities to add suggestions via box or through SAC online access.

Membership (Shannon McKenzie)
Shannon reported that she reviewed the timeline for voting and we will start one week later than last year. Voting should be Feb. 6 – 17 2017.
For follow up: Shannon will meet with Sarah on technology available and voting issues.
New Business

Temporary Employees – 401k plans
A question was asked whether temporary employees can have 401k plans. Ed explained that the 401k plan is the state deferred compensation plan and that temporary employers can participate at any time. There is not a company match for this plan. This is a supplemental retirement plan. Temporary employees can participate in any of the supplemental retirement plans at any time.

Newly hired temporary employees can opt out of joining the state retirement system or state ORP within 30 days of hire. Temporary employees may not opt to join the state retirement system or state ORP after 30 days unless they experience a break in service.

Another question was asked about Hurricane Matthew compensation for permanent and temporary employees.
- Permanent employees who did not work during the closed period were forgiven the hours.
- Permanent employees who were required to work during the closed period may receive compensatory time for the hours worked. Permanent non-exempt employees should reflect their hours worked on their time sheet.
- Temporary employees who did not work were not paid for the closed period. However, if they did work, they should record the hours worked on their time sheet to ensure payment. They may be permitted to work additional hours to make up for the lost time at the department’s discretion.

Other Questions from staff through SAC
A question was asked about tuition reimbursement for employers. The college offers one class, up to 4-credit hours per semester (2 per year) to permanent employees who work a regular schedule of 30 hours a week or more and have been employed permanently for at least 6 months. Employees must complete the application located on their MyCharleston Employee tab, entitled Staff Application for Credit Course.

Salary Compression/FLSA
Ed Pope reported the FLSA changes were halted by a temporary injunction while the federal court examines the matter. Therefore, the college is delaying converting employees that would have been affected to non-exempt status until the matter is resolved. However, current permanent non-exempt employees should be reporting all hours worked on their time sheets and hours worked over 40/week will be issued as comp time automatically in Banner. Comp time accrual and usage will be managed in Banner going forward instead of by departments as was the past practice.

The meeting was adjourned at 10:55

Recorded by Cheryl Wingert