



**Full Staff Minutes**  
**Thursday, September 15, 2011**

Members Present: Nicole Johns, Guy McClure, Diane Sauers, Amy Hardiman, Celeste Bedingfield, Patsy Naves, Jo Huffman, Sara Love, Robin Downs, Roy Crunk, Billy McClain, Shawn Lockheed, Tim Crafton, Tracy Hicks, Lisa Payne, Joe Bullington, Steve Downs, Howard Goff, Laura Allen, Jackie Gooch, Kenneth Collins, Jean Martin, Judy Stinnett, Barbara Ferguson, Karen Brock, Kelly Leigeber, Mark Gale, Wanda Pryor, Steve Clark, Curtis Cagle, Jim Limbach, Jerrie Smith, Phyllis Claxton, Pat Bradford, Brandy McMahan, Shawn Woods, Molly Pepper, Elaine McGill, Nancy Croomes, Felicia Mucci, Sheila Davis, Kimberly Troupe, Cathy Brett, Teresa Suit, Necedah Henderson, Suzanne Sims, Randy Vinson, Bill Barksdale, Paula Bullington, Larry Keenum, Dwight Lovell, Dana Waldrop, Trish Di Lullo, Tena Bullington, Chris Moss, Chad Adams, Renee Stanford, Bree Fortenberry, Lynne Ingram, Tonyia Bowling, Andrea Martin, Pam Bridges, Nancy Morgan, Debbie Kelly, Valerie Sellers, Sharon Carter, Lynn Frank

Handouts: Mobile Website, E & H Time Sheets (PowerPoint), Center for Lifelong Learning (PowerPoint)

- 1) Welcome-The meeting was called to order at 9:46 a.m.
- 2) Announcements
  - a) WHNT Weather Cam- WHNT placed a new weather cam on Waters Hall that can be viewed at whnt.com.
  - b) Staff Senate
    - (1) Members- The 2011-2013 Staff Senate was recognized.
    - (2) Web Page- Lynn reviewed the new Staff Senate web page. It is scheduled to go live next week and will be linked from the Faculty & Staff section of the ASU website.
  - c) Guest Wireless Policy- The new Network Access Policy and Procedures was recently approved. The request form will be filled out and turned into Bud Gifford/IT. It can be accessed from the ASU homepage by going to About Us then Policies and Procedures. There is one for the Library/AMSTI and another form for other guests. Two weeks' notice is recommended.
  - d) Mobile Website- (See handout) The new mobile website can be accessed from Smartphone's at <http://www.athens.edu/mobile.php>. Additional links may be added as needed. After September 16<sup>th</sup>, Smartphone users will be automatically diverted to the mobile website.
- 3) New Business
  - a) New E & H Timesheet- Suzanne (See PowerPoint) Monthly timesheets will be required starting September 16<sup>th</sup> for E & H and non-exempt employees. They will be paper copies for now and eventually be entered on the web. The form will be fill-in capable and has imbedded formulas to run calculations. The form can be accessed from Human Resources then Forms. The timesheets are being implemented for compliance with the Fair Labor Standards Act. Mike will email instructions. Overtime has to be approved ahead of time by supervisors. The leave form process will not change. Employees will have the choice of overtime or compensatory time. Anything other than Annual, Sick or Personal goes under Other Leave. Compensatory or overtime calculations are based on a 40 hour week not an 8 hour day. Comments do not have to be addressed in great detail.
    - (1) Questions- Does it have to be taken in the same pay period? That will be answered at a later date. Federal law allows employees the option to take compensatory time or overtime.
    - (2) On the Leave form it states that emergency leave is at the discretion of the President. State board policy guidelines state that Emergency Leave may be used only after all other leave forms are depleted. It was not interpreted the same way across the board.
- 4) All in a Day's Work
  - (1) Center for Lifelong Learning- Dr. Diane Sauers- (See PowerPoint) Diane discussed the evolution of the CLL from its inception. The coffee shop opens at 7:00 a.m. Renovations were extensive. The CLL offers catering and room rentals. It is the non-credit division of the University. All ASU personnel are encouraged to promote the CLL and access their website to check out the classes. The five main components will be; Communiversity, Lifelong Learning Institute, ASPIRE Center, Action Institute and Business and Professional Development.
- 5) Adjourn- The meeting adjourned at 11:00 a.m.