

**Minutes**  
**Council of Department Heads**  
**Monthly Meeting**  
**August 30, 2016 at 4:00 pm**  
**IT conference Room**

**Present Members:** Darrell Ross (CDH Chair, CDH PBC, SA & CJ), Greg Harrell (CDH Vice-Chair, Math/CS), Reynaldo Martinez Jr. (CDH PC, Adult/Car/Ed), Michael Schmidt (CDH Secretary, Art).

Hollis Barnett (Art), Mark Borzi (Comm), Doug Farwell (Music), Jim Baxter (Chem), Edward Chatelain (PAG), Fred Downing (Phil/Rel), Bob Gannon (Biology), Robert Harding (Pols), Roy Krishnendu (CS), Ofelia Nikolova (MCL), Donna Sewell (English), Karin Roland (Econ/Fin), Ron Stunda (Acct), Ed Walker (Mng/Bus), Mizan Miah (SW), Linda Most (MLIS), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Sonya Sanderson (Kin/Phys Ed), Kate Warner (Psyc/Marr/Fam/Thpy), Timothy Henkel [*proxy Kathe Lowney*] (IDEA), Calvin Walker (AFAM).

**Absent Members:** John Dunn (History), Aubrey Fowler (Marketing), Corine Myers-Jennings (CSD), LaGary Carter (NHS), Bonni Cohen (NHS), Jerry Merwin (Pub Admin/Org Lead), Catherine Oglesby (WGST), Chere Peguesse (SSC), Alicia Roberson (CA).

**Guests:** Sheri Gravett (Associate Provost), Michael Black (IE), Denise Bogart (HR).

**Quorum:** Based on the number of members present, a Quorum (a majority of CDH members) was present.

- I. CDH Chair Ross – Welcome (new heads/introductions/acknowledgements) opening remarks by the Chair.
  - a. Approval of May 2016 CDH Minutes as submitted. Motion: Most / Second: Martinez
- II. Dr. Gerber – (delayed)
- III. Dr. Gravett – Update
  - a. Academics Affairs updates and DDD meeting updates online at the VPAA website.
  - b. Links to BOR, VSU, and Bookstore policies regarding textbooks & course materials, also online at the VPAA website. (Q/A: Most); Should open source materials be listed. (Gravett) yes, provide all materials/data regarding course materials/text. (Lowney); Submission dates and deadlines may change. (Ross) Department Handbook still online? (Gravett) Resources are routinely updated online at: <http://www.valdosta.edu/academics/academic-affairs/department-heads-handbook.php>
- IV. Michael Black – IER/P updates (*handout*)
  - c. Expressed thanks to CDH regarding the quality of IER/P(s), SACS review was outstanding.
  - d. Distributed a comprehensive handout of dates/deadlines including: Syllabi upload in the Digital Measures Portal, (“B-Term courses” or abbreviated courses – upload when those courses start), specialized accreditations, comprehensive program review, credit hour policy, academic credentialing, FAR, T&P submission timeline, CORE curriculum Assessment, Links to Department Heads handbook, and Upcoming Training opportunities.
  - e. Documents are available online.
  - f. Emailed the handouts to CDH.
- V. HR – Dr. Denise Bogart
  - a. Changes in Fair Labor Standard Act (FLSA)

- b. Bi-Weekly employee transition from exempt (monthly pay) to non-exempt (bi-weekly) in November
- c. Jamie Tanner will schedule "town hall" meetings Q&A sessions for staff.
- d. Impacts how employees are paid, how they log hours in ADP, how time is kept, tracked, scheduled and approved.
- e. Notification will be forthcoming from HR to affected employees.
- f. Supervisors must manage time better/more effectively.
- g. Overtime = Comp time. Comp time is accrued at 1.5. Use of Comp time is still in flux, rules and processes are still changing at the BOR level. More information forthcoming as we know more.
- h. Described the typical workweek as 8-5:30 M-TR & 8-3 on Friday. Scheduling is flexible to accommodate individual department/unit needs. Encourage supervisors to "think outside the box" when scheduling and monitoring employees.
- i. (Q/A: Warner); Do these employees know who they are? (Bogart) some do, we have been asked by the BOR to wait to notify all employees at this time. More information will be forthcoming.
- j. Details such as pay period changes, deductions, scheduled payments benefits, etc., will also be forthcoming. The salary cutoff of "\$47,726" is not the sole factor in determining exempt/non-exempt status, it also include job responsibilities as well.
- k. Approximately 193 employees will be affected – moving to "non-exempt" = bi-weekly employee.
- l. (Q/A: Schmidt); What happens when comp time accrues, the employee needs to use it or loose, how does the work get done? (Bogart) No specific answer at this time, other than creative scheduling, and thinking creatively about how you utilize your staff. COMP time usage limits are changing – it was; use it within 60 days or it expires, this may change. Most employees use it quickly.
- m. This does not affect faculty.
- n. (Q/A: Ross); Give us your evaluation about Hiring protocol, paperwork processes, personnel, PTI pools, etc. (Bogart) Paper processes are difficult to track, there was no consistency on the PTI form, used old/outdated forms, missing information, signatures, budget lines, salary amounts. There was a plethora of problems with the PTI hiring processes/workflow. The hiring workflow will be addresses and improved. IT is assisting with the workflow to move electronically. We are confident that we can create a hiring system/workflow that will be efficient and effective and work for our needs. PTI Forms moving online; these forms need to have position numbers, found in the G1 schedule/budget. This connects with how and where a faculty member is paid. (Miah) What is the timeline/process for an emergency hire? How can we expedite the process when a true need exists? (Bogart) Dean/Dept. Head should notify the HR office about the emergency status of the hire.
- o. (Q/A: Schmidt); Please share the new hiring/PTI process with the CDH, whatever the new process is, so that the heads can provide input/feedback to be sure the new process works on the administrator end of hiring, rather than dumping new forms/processes into effect mysteriously, without notification, a plan or a process to assist. Additionally, regarding budgetary questions, each college/unit has a budget analyst assigned by Financial Services; Jenny White, Barbara Meeks, Benjamin Scott, etc.

#### VI. Elections: Chair, Vice Chair, PBC Representative.

- a. Chair nominations: Ed Walker (by Stunda), Bob Gannon (by Downing - declined). Pate moved, Farwell seconded, to close nominations. Unanimous approval.
- b. Vice-Chair nominations: Fred Downing (by Downing) Martinez moved, Pate seconded, to close nominations. Unanimous approval.
- c. Secretary: Robert Harding (by Martinez), Linda Most (by Farwell – declined, interested in PBC). Pate moved, Warner seconded, to close nominations. Unanimous approval.
- d. PBC Representative: Linda Most (by Miah). Warner moved, Martinez seconded, to close nominations. Unanimous approval.

#### VII. Dr. Gerber - Updates

- a. Weather event – TS Hermine. Meeting with the Leadership and Public safety is underway. Keep attuned to announcements, emails, alerts, cell notifications, etc. VSU is communicating with local

city/county schools, etc. If the weather event hazard increased, classes may be cancelled. Many unknowns at this time, we will err on the side of caution, more will be forthcoming.

- b. Evaluation of Department Heads and Administrators – how/what do we do about that? Charge to the CDH to create a document/process to evaluate Department Heads – from the CDH to the VPAA office. A fair document, vetted by the CDH; perhaps a sub-committee, a small group of the council to flow through the CDH to VPAA.
- c. Budget process – changes. Trying to change the budget planning process; recurring money and one-time money, lapse funds, vacant positions, etc., a chance to provide to your deans; “what is your vision/needs for the department, short term and long term – “here is what we need for our department/college in one-time and recurring money.” An open process/forum. This will help communicate a plan, priorities, needs, etc. to help articulate where we are going as a university. Time – not much time. Presentation by Deans on October 3<sup>rd</sup>. All academic units will present, plant athletics will also present as part of the Finance unit. The plans/proposal should include immediate needs and forward thinking ideas, future planning and “big dreams, don’t hold back.” This depends on the college/department/unit plans/priorities, which should be articulated to your Dean. This may include faculty position, PTI, summer funding, etc. The total request will likely surpass the amount of money in hand – prioritize position needs, equipment, facilities, etc. “Help us shape the vision of the university.”
- d. Add position descriptions in PeopleAdmin now, get positions ready, communicate with your Deans.
- e. Summer budgets may need to be adjusted as funding becomes available throughout the year. Scheduling and scheduling adjustments may need to be made.  
(Schmidt) Keep in mind the VSU fees changed effective fall 2016. Students pay all university fees at 1cr. formerly it was over 3. This will affect the amount a student pays for a 3 credit hour course. This will affect scheduling, enrollment, and most importantly the bottom line for the student, Nearly \$1,000 in fees. More info on mandatory fees at: <http://www.valdosta.edu/administration/finance-admin/financial-services/students/policies-and-procedures/mandatory-fees.php>
- f. Enrollment: Projected/Budgeted for a 2% decrease in enrollment, however, enrollment is relatively flat or subtly up approximately .7%. Meeting with the BOR on September 10<sup>th</sup>. More information forthcoming as add/drop and withdrawal deadlines approach/pass – final enrollment numbers soon.

VIII. Other –

- a. Faculty Evaluation Model Committee – Dr. Ross continues to serve as CDH rep on this committee, please send your comments and questions to him.

IX. Next meeting: **Tuesday September 27, 2016 @ 4pm** – IT conference Room

X. Adjourned at 5:32pm

XI. *Respectfully submitted, Michael T Schmidt – 9/9/16*