

Deans Council Minutes
August 15, 2016
1:30 PM
Presidents Conference Room, Lee Hall

In attendance: Judy Bonner, Chair, Richard Blackburn, Lori Bruce, Tim Chamblee, Frances Coleman, Terry Dale Cruse, John Dickerson, Julia Hodges, George Hopper, Walne Hunt, Brandon Jolly, Jason Keith, Mark Lawrence, Kent Marett, Sharon Oswald, Allison Pearson, Mike Rackley, Peter Ryan, Chris Snyder, Rick Travis, Jim West.

Others present: Teresa Gammill, Susan Seal, Judy Spencer.

Minutes taken by: Ann Ray

Judy Bonner called the meeting to order. Upon a motion for approval, the minutes of the July 18, 2016 meeting were approved unanimously as distributed. Agenda items were discussed:

1. FLSA Overtime

- Judy Spencer presented an update on the Department of Labor Overtime Rule and how the DOL's final rule on May 18, 2016 will impact MSU.
- Effective December 1, 2016 the new Fair Labor Standards Act (FLSA) overtime exemption rule's salary threshold will increase to \$47,476.
- The DOL's recommendations for implementation of the updated salary level requirement are: Increase the salary of an employee who meets the duties test to at least the new salary level to retain his or her exempt status; pay an overtime premium of one and a half times the employee's regular rate of pay for any overtime hours worked; reduce or eliminate overtime hours; reduce the amount of pay allocated to base salary (provided that the employee still earns at least the applicable hourly minimum wage) and add pay to account for overtime for hours worked over 40 in the workweek, to hold total weekly pay constant; or use some combination of these responses.
- Implementation proposal – MSU – DOL Final Rule:
 - Classified positions: (Salary Grade 15) -Approximately 23 employees are below the new FLSA salary threshold; All of these positions meet the duties test for the white collar exemption; Recommend increasing the salaries of these positions to the new threshold; Effective immediately, recommend requiring the starting salary for new hires in salary grade 15 to be above the current minimum, but no less than the new salary threshold. This includes posted positions pending recruitment (Implemented).
 - (Salary Grade 14 and 13) – Approximately 620 employees are below the new FLSA salary threshold; HRM will review the FLSA status of each of the 188+ positions, including the duties test, and provide a recommendation of exempt or non-exempt. It is expected that most will change to non-exempt.
 - (Salary Grade 12 and Below) – The majority of the positions in this grade are already non-exempt. Recommend reclassifying all positions in salary grade 12 and below to non-exempt.
 - Unclassified positions: Post Doctorial Associates – consider implementing levels based on function, discipline, etc.; Assistant Athletic Coaches – major sports meet the new salary threshold; 11 positions do not meet the new salary threshold – will meet to determine FLSA status.
- Next steps:
 - Finalize a university-wide strategy based on the presentation; Data reports were provided for each Academic Dean; Overall University data reports are also available.
 - As part of the position assessment, HRM will meet with Deans and Department Head to identify positions requiring significant overtime that are currently not eligible for overtime pay (exempt).

- HRM will develop a communications plan for administrators and employees.
 - HRM Web Site; Letter to employees and Managers/ Supervisors; Develop and implement FLSA/Overtime training for employees, managers/supervisors; Implement the changes with an effective date on or before 11/01/2016.
 - Update:
 - Additional Exemptions Under Review: Partial Year Employees; 9-month, 10-month, etc., such as recruiters.
 - Administrative Employees in Educational Establishments: Primary duty is performing administrative functions directly related to academic instruction or training; Salary must be at least equal to the entrance salary for teachers in the educational establishment in which they are employed; Salaried non-exempt Eclass.
 - After questions and discussion, Judy Spencer stated that the goal is to move forward- HRM will be meeting with deans and department heads in September and working to have a communication plan for employees to understand the process.
2. Tim Chamblee reported on the current MSU student enrollment (currently 21,136 which includes 3466 freshmen) which is increasing - an expected record enrollment.
3. AOPs. Peter Ryan presented AOP 12.17, 12.19 and 12.20 with recommended revisions to reflect the intent of the policies - to apply to students obtaining their first baccalaureate degree.
- AOP 12.17 Undergraduate Academic Fresh-Start
- A motion was made and seconded to approve the revisions as presented – with all in favor to approve. The policy will move forward to Faculty Senate for further consideration.
- AOP 12.19 Undergraduate Academic Amnesty
- A motion was made and seconded to approve the revisions as presented – with all in favor to approve. The policy will move forward to Faculty Senate.
- AOP 12.20 Undergraduate Academic Forgiveness
- A motion was made and seconded to approve the revisions as presented. After discussion of Jim West’s request (two courses not to exceed nine credit hours) to accommodate CAAD students, the motion to approve as presented (two courses not to exceed eight credit hours) was approved with one opposed. The policy will move forward to Faculty Senate for review.
4. Other
- Richard Blackburn reported on the College of Education’s Open House that was held today in Allen Hall for incoming freshmen and transfer students.
 - George Hopper announced the Mid-South Forestry Equipment Show to be held on August 26-27, 2016 at the John W. Starr Memorial Forest.
 - Frances Coleman reported on activities in the Library and announced the upcoming program to celebrate the Neely Tucker donation to the Library on Friday, August 19, 2016 in the John Grisham Room at 3pm.
 - Peter Ryan reported on the Fall Convocation to be held on Tuesday, August 16, 2016. He noted that classes would be priority for students if a conflict. Faculty were encouraged to participate. There will also be a book signing and reception following the program.
 - John Dickerson stated that an email has been sent out with Fall Convocation information – assemble and shuttle depart/return location and times.
 - Lori Bruce reported on the Teaching Assistant (TA) training workshops.

Meeting adjourned at 2:25 p.m.