

MEETING AGENDA

Attendees: Oana Armeanu, Bartell Berg, Andrew Buck, Amy Chan Hilton, Charlotte Connerton, Brian Crose, Cindy Deloney-Marino, Erin Dennis, Jay Dickerson, Wes Durham, Trent Engbers, Renee Frimming, David Henriques, David Hitchcock, Emily Holt, Marna Hostetler, Rick Hudson, Paul Kuban, Denise Lynn, Amie McKibban, Simone Nance, Tom Noland, Oana Popescu-Sandu, Kenny Purcell, Bailey Rankin, Erin Reynolds, Nick Rhew, Todd Schroer, Jack Smothers, Morgan Stewart, Ken Walsh, Paul Weimer, Elizabeth Wilkins, Stephanie Young, Shelly Blunt, Jason Hardgrave, Sarah Will, Ingrid Lindy, Becky Eckert, Jennifer Roberts, Amy Fisher, Jon Shoptaw.

- I. APPROVAL OF MINUTES FROM LAST MEETING

The meeting minutes from January 29, 2025 were approved.
- II. ANNOUNCEMENTS

a) Rescheduled Training for Chairs is on Wed March 5th at 8:30 am in BEC 3024 and the March meeting on Wed March 26th concludes that training

b) Brian Crose: A review of proctoring software will occur in March, with a decision on Proctorio's future by the end of the month.
- III. INFORMATION AND DISCUSSION ITEMS

a) *Web time Entry*, Sarah Will, Executive Director Human Resources:
The transition to biweekly paychecks for faculty is underway. Staff have fully moved to the new web time entry system, and training for 12-month administrators and faculty has begun. While the current focus is on 12-month employees, all faculty and administrators are welcome to attend information sessions. Financial workshops will follow.
For 9-10 month faculty and administrators, web time entry will begin in August, with the option to defer pay remaining available. The shift to biweekly pay is expected to improve efficiency, save time for both faculty and HR, and enable a smoother onboarding process. Currently, 9-10 month faculty who start in August do not receive their first paycheck until September, which can be challenging—biweekly pay will help address this issue.
Additionally, all time-related processes, including summer time entry, are being reviewed and updated to resolve any issues as they arise.
- III. INFORMATION AND DISCUSSION ITEMS CONTINUED

b) *Institutional Equity Updates*, Dr. Jennifer Roberts, Education Coordinator
Dr. Roberts is a new member of the campus community and is introducing herself while sharing information about her office's services. She oversees Title VI and Title IX compliance, focusing on education and training. A key priority is updating the annual Title IX training. She is also available to give guest lectures on topics such as difficult conversations, consent, bias, bullying, and abusive relationships. Additionally, faculty can receive training to become investigators or advisors, roles that are in high demand across campus.

**III. INFORMATION AND
DISCUSSION ITEMS
CONTINUED**

- c) *Financial Management Portal*, Jonathon Shoptaw and Amy Fisher, Business Office
- The group received the presentation slides, which covered key financial management topics. The discussion included defining the role of a financial manager, explaining the FOAP (Fund, Organization, Account, and Program), and demonstrating how to review financial activity and run reports.

IV. OPEN ITEMS

- a) There was a question about PageUp and the process of adding reasons for not hiring a candidate. If you have suggestions for additional reasons to include, please contact Sarah Will.

VI. ADJOURNMENT

Dr. Walsh adjourned the meeting at 9:31 am.