



THE UNIVERSITY *of* NEW ORLEANS

STAFF COUNCIL

Thursday, March 28, 2024. Zoom.

Approval of Minutes

Announcement: Bejida Legania, Director of Procurement

Been at UNO for 6 months. We need to define our role at UNO

Procurement month –

- purpose of procurement month is to share good news and bring awareness to the services we provide
- Legislation and statutes that govern our work
- Thank you to my staff Troy Bacino and Elaine Ramond who have immense institutional knowledge

People don't know the term procurement - we're purchasing - but purchasing doesn't really capture all of what we do!

State of procurement at UNO:

- Majority of our staff follow proper authorization and procurement protocols! Yay!
- Going forward, non-compliance will be tracked and
- If you don't have proper procurement protocols you will have to find alternative payment methods
- Need signed authorization for P-cards
- Make sure to plan and give ample time for repetitive purchases (like contract renewals etc)
- ledsmallbiz.com - get small businesses certified to work with us

Workday update:

- You should see a note to add freight charges
- Requester can be changed when employment is terminated or job roles change
- Change orders no longer needed for invoice amounts that are within \$25 of the original amount

Year End:

Slow down requisitions so we can close out the year

April 15th, all requisitions over 20,000 must be submitted NO LATER than 4:30pm on 04/15/2024.

May 6th - all requisitions requiring price quotes over 10,000 must be received NO LATER than 4:30

May 31st, ALL requisitions must be submitted NO LATER than 4:30pm.

*Coleen's note: Please see the PowerPoint for a complete explanation of Bejida's presentation!

Executive Committee Reports

President: Edgar Avila Jr – upcoming baseball game

Vice President: Debby Charrier – Workday Student information

- Hit a big milestone this morning, communication for next week will go out later this afternoon.
- Our leads have been working countless hours so we're excited!
- We've had 15 training classes, they haven't been well represented, so I'm hoping more will attend coming up – in-person and hybrid
- April 15th - all of the classes will be via teams
- Workday student will be hybrid through the month of April.
- Focusing on advising and registration right now.

Recording Secretary: Coleen Maidlow –Minutes are posted!

- There is a UNO sub on Reddit that is getting more and more active. Lately there have been several posts and comments from students or parents of future students asking questions about the Fall. If you're a reddit person you should join! /r/UNO

Corresponding Secretary: Julie Landry – Website is up to date

Treasurer: Maggie Sunseri – No Reports

Committee Reports

Staff Concerns/Opportunities/Questions:

Just wanted to send a email to compile a list of the staff concerns from the last month.

1. **Overpayment from the workday switch:** I heard that when you resign from a position here as staff, you are charged for something like 7 vacation days because of the glitch in payroll when they switched from bi monthly to bi-weekly a few years back. I heard that if you don't have the time accrued when you quit, they charge you for it. Can you please ask if this is true?
 - a. **Answer:** It is true, and it was addressed by Dr. Nicklow at staff council in June 2022: <https://www.uno.edu/media/29961> and it's discussed in this audit report from 2020-2021: <https://www.uno.edu/media/29771> (see page 2). This only applies to employees who were working at the time.

2. **Use of Sick Leave:** As mental health awareness rises, is it recognized as legitimate to utilize sick time for mental health days? If so, what are appropriate ways to utilize them?

a. **Answer:** Sick Leave is leave with pay granted to an employee who is suffering with a disability which prevents the employee from performing their usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment; or to care for an immediate family member who is ill or injured; or to accompany an immediate family member to a medical, dental, or optical consultation or treatment. As used in this subsection, “immediate family member” means a spouse, parent, or child of an employee.

3. **Request for clarification about leave and work hours:** There have been a lot of changes recently in regard to leave and work hours (reallocation of university closure days, the plan to keep the campus open over various breaks and rescinding the summer compressed schedule).

I'd appreciate it if all staff members could receive a clear explanation of the plans for keeping the campus open during campus-wide breaks (for example, if I don't have enough leave to cover the Christmas closure days, will I be forced to work those days? Or would working those periods be entirely voluntary?); and how leave without pay operates when used for university closure days (I've been told in conversation that there are rules around accruing leave/service hours for leave without pay but cannot find any written policy).

Additionally, if there are other policies and rules surrounding leave which are not easily accessible (for example, what happens if I need to take sick leave a day before or after vacation leave?), could they please be explained and published somewhere accessible to all staff? I have not been able to find a clear explanation for leave rules and policies and do not know whether they are set at the campus level or department level.

Thanks!

Answer: We are working to arrange a speaker to come talk about leave and schedule changes! Stay tuned.

New Business

1. **Staff Council Executive Committee elections!** Nominate yourself! We will definitely need a president, but you can nominate yourself for any position. If more than one person applies, we will have an election.

Participants

<p>Janet Levkowitz Mike Begg Julie Landry Rhonda H Jenise Shayla Staley Coleen Robert EKL Library K'Maya Franklin (H50668523) gb (gatemple@uno.edu) JENNA PHILLIPS dswanson Colby Stoever Brian McDponald Kendy Martinez Teresa Jacobson (She/Her) Gianna Ruano Anna Osgood Kenese Dowdy Bejide Legania Rein Johnson John Johnson Kent G tsmith22 H50668564 Debby Charrier Eliza Maggie Danielle Blanchard - Communications Specialist Nerolie Rayson Lisa Grass Jeff Chung Maggie</p>	<p>Kate Faubert Michael Lott Nancy King scalamar Tajuanda Montreuil Mariana Z. Martinez aawosika Vanessa Tetzlaff Lynette D. Bates Fangfang Hao Julienne Ricchiazzi DAWN LOVE David Armstrong Shannon Williamson Erik Wahl UNO Douglas Crowell 15042806172 Jody Lorna Flowers rkern Dharris2 Lora Amsberryaugier - UNO Cliff Golz Amanda Robbins, She/Her Trey Reed Gay Parvazi Bill Sicard Darrell Kruger sean.edgley Donald Harbison bdukes Nora Natalie Matthews mhayden</p>	<p>Samartha Mudigere Girish Jayme D Foret Edgar Avila Jr. Pierre Champagne Neighbor kmai1 Stacey Balkun (she/her) Emily Zurek (ezurek) Shelby Kirkland Lisa Earles LeeAnne Sipe Courtney Domingue Debby Charrier Tiffany Soublet Rachel Alexander jworley@uno.edu Gertraud Griessner sganuche Dylan Svetlana Pizzati nmukherj hilangela webb Karen Joy B. (she/her/hers) iocalix Joshua Burns Jaime shantreece ceasar martha williams tabacino ptmouran Gerren Sias Rami Popich Jamie Dello Stritto Karen Bradley</p>
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