

SUMMARY
OF
THE COUNCIL OF UNIVERSITY AND COLLEGE HR DIRECTORS
MEETING OF January 14, 2014

On January 14, 2014, the Council of University and College HR Directors held its monthly meeting at 10:00 a.m. The meeting was conducted via telephone. The attendees were: Sam Wilkins, the State Human Resources Director; Michelle Piekutowski from Clemson University; Susan Carullo from the Medical University of South Carolina; Chris Byrd from the University of South Carolina; Connie Thompson from the University of South Carolina; Leah Schonfeld from The Citadel; Kim Sherfese from Coastal Carolina University; Jeannie McCallum from Lander University; Edwina Roseboro-Barnes from York Technical College; Susan Jones from Greenville Technical College; Marie Howell from Orangeburg-Calhoun Technical College; Kevin Paul from the State Human Resources Division [SHRD]; Kelly Watkins from the State Human Resources Division [SHRD] and Debbie Clark from the State Human Resources Division [SHRD]. Larry Mallett, a SCEIS representative, was also in attendance.

The meeting was called to order by Mr. Wilkins, Chair. Mr. Wilkins reviewed the agenda. There were no changes. The minutes from the November 18, 2013, were reviewed and approved at 10:11 a.m.

Mr. Wilkins asked for feedback regarding the memorandum about upcoming changes related to higher education. Mr. Byrd stated that he thought the memo was thorough, clear and covered what needed to be covered. A suggestion was made to add a reference to the HEEAPA website for updates.

Mr. Wilkins also sought feedback regarding the proposed Memorandum of Understanding (MOU). Suggestions were given by council members to: (1) add reference to HEEAPA website for updates; (2) add language about delegation of reclassifications – 19.702.05; and (3) consider changes to the paragraph on delegation to clarify what is covered; (4) change the language regarding the effective date - specifying that transactions should be approved "before or on" the effective date. Mr. Wilkins stated that the changes would be made and that he hoped to get the materials out by the end of the week.

Mr. Wilkins asked if an informational session (webinar) should be held for higher education regarding the upcoming changes or if a face-to-face meeting should be held. The council indicated that a face-to-face meeting might be better. The decision was made to present the changes at a CHRD meeting scheduled for Tuesday, February 18, 2014, at 10:30 a.m. The meeting will be moved to SC Archives Building.

Mr. Wilkins introduced a guest speaker from the South Carolina Enterprise Information System Interface Project (SCEIS), Mr. Larry Mallett. Mr. Mallett stated the HRIS system will sunset. The Goals of the SCEIS team (related to higher education) will be to: (1) move the HRIS data into SCEIS, (2) automate data loads into SCEIS, (3) allow work to dictate implementation schedule (not dates).

There will be a kick-off meeting for the higher education "betas" during the month of February. The data transmission will not be transactional – just a method to submit required data to SHRD. Mr. Mallett stated that higher education institutions will have the capability to get reports/data. A license will not be required. There will be an outbound file to institutions to verify data and make updates.

Committee Reports:

Classification and Compensation Subcommittee

Ms. Sherfesee stated that the next subcommittee meeting was scheduled for January 16, 2014, to discuss next steps.

SCEIS Transition Subcommittee

Ms. Piekutowski stated that Mr. Mallett's presentation covered everything regarding SCEIS.

Regulatory/Legislative Subcommittee

Mr. Byrd walked the committee through the legislative package. There was discussion about the proposed legislation changing the probationary period from 12 months to 24 months. A motion was made by Ms. McCallum to change the language to allow a probationary period to be extended "up to" 24 months under certain circumstances. It was seconded by Ms. Jones. The motion carried with the condition that it was supported by Dr. DeCenzo and Dr. Carter.

Mr. Byrd stated that there has been some discussion of whether or not higher education should refer to regulations as such. The subcommittee will continue discussion – may consider standards instead.

Ms. Sherfesee asked about other items not referenced in the package, including personnel settlements, retroactivity, dual employment, summer pay, etc. Mr. Byrd confirmed these changes do not require legislation.

Mr. Byrd stated that the subcommittee was meeting the next week.

Mr. Wilkins reviewed next steps.

- Mr. Wilkins will send out memo and support documents.
- SCEIS will meet with Lander and Clemson to discuss beta implementation.
- Classification/Compensation subcommittee to meet.
- Legislative/Regulatory package (including approach for standard) will be finalized.
- Sherfesee will finalize CHRD meeting date change/location for presentation.
- Mr. Wilkins will determine next council meeting.

There being no further business, the Council adjourned at 11:43 a.m.

Minutes devised by Kim Sherfesee.