

SUMMARY  
OF  
THE COUNCIL OF UNIVERSITY AND COLLEGE HR DIRECTORS  
MEETING OF November 18, 2013

On November 18, 2013, the Council of University and College HR Directors held its monthly meeting at 2 o'clock p.m. The meeting was conducted at University of South Carolina (1600 Hampton Street, Columbia). The attendees were: Sam Wilkins, the State Human Resources Director; Michelle Pietukowski (phone) 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 Sherfesee from Coastal Carolina University; Jeannie McCallum from Lander University; Edwina Roseboro-Barnes from York Technical College; and Kevin Paul from the State Human Resources Division [SHRD]. Susan Jones from Greenville Technical College, as well as Kelly Watkins and Debbie Clark from the State Human Resources Division [SHRD] were not present.

The meeting was called to order by Mr. Wilkins, Chair. Mr. Wilkins reviewed the agenda. There were no changes. The revised minutes from the September 25, 2013, and minutes from the October 21, 2013 meeting, were reviewed. Ms. Carullo made a motion to approve the minutes and it was seconded by Ms. Schonfeld. Minutes were approved as submitted at 2:03 p.m.

Mr. Wilkins provided an SHRD update. (1) SHRD is working on a memorandum of understanding (MOU) for higher education institutions. Should be signed and implemented before January 1<sup>st</sup>. The MOU will be similar in format to the current delegation agreements. Individual institutions, including the technical colleges, will utilize the MOUs.

### **Committee Reports:**

#### Classification and Compensation Subcommittee

Ms. Sherfesee provided the subcommittee report on Unclassified Titles. Information covered was as follows:

- Change UA01 - Agency Head to UA01 - President.
- Consolidate UB02 - Certified Teacher, UB03 - Non-Certified Teacher, UB04 – Vocational Teacher and UB05 – Special Education Teacher. If possible, retain code of UB04 and change Job Title to “Teacher”. Recommendation to retain UB04 code was made by Ms. Rosenboro-Barnes. The decision about retaining the code will depend on the impact on historical information in HRIS. Ms. Sherfesee to check with Ms. Watkins.
- Since UA33-Attorney –Unclassified, is intended for the SC Attorney General’s Office use only, a new job title of “Higher Education Attorney” will be created as of January 1st.
- Creation of a separate classification/compensation system. Broad discussion was held about retaining the current classifications and associated job titles. There was dialogue

about potential conflicts between higher education and other state agencies. There was also conversation about converting to new class code scheme/job titles prior to moving to SCIES. Further examination needs to be done regarding the necessity and timing of such a change, if it occurs.

- Mr. Wilkins to check if an "H" can be added in front of all classification titles for higher education.
- Ms. Sherfese and her subcommittee will work on developing a memo which will be sent to all higher education institutions about the new titles, titles to be eliminated and the timeline for title changes (unclassified only). The subcommittee will also coordinate a "Go to Meeting" for higher education institutions to roll out the changes in late January 2014.

### SCEIS Transition Subcommittee

Mr. Wilkins stated that SCEIS anticipates having resources available to work on higher education conversion beginning in January 2014.

Ms. Piekutowski gave the subcommittee report.

- The subcommittee is developing the "flat file" for feeding data from each institution's HR system to the SCEIS system. Clemson and Lander will be the test groups.
- The target date for the completion of the flat file development and test plan is July 1, 2014.
- A meeting is scheduled for next week to discuss next steps with IT staff.
- The subcommittee is identifying IT resources at each institutions and system requirements.
- The subcommittee is identifying any associated costs in licensing, training, etc. for use with SCEIS.

### Regulatory/Legislative Subcommittee

Mr. Byrd gave the subcommittee report.

- The subcommittee is still looking for some guidance on the structure of the legislation in order to determine how to design and structure the updated regulations. A meeting was scheduled for the next day.
- The regulations that were developed during the process of creating our final report are approximately 85 – 90% complete. Areas include: General Rules, Classification plan, Classified pay plan, Unclassified pay plan, Hours of Work and Overtime (No change), Annual Leave and Sick Leave, Leave Transfer, Other Leave Programs (No change), Disciplinary Action, Grievances and Appeals (No change), and Training (No change).
- There are some conceptual matters we will need to work with Mr. Wilkins' office on to finalize. Topics include: Movement and Status - Transfer from another state agency, Trial periods, Pay considerations, Dual employment, Holidays – incorporate transfer between higher education/non-higher education agency, EPMS (new model policy, review dates, etc.), and Council's role vs. OHR role for exceptions.

- The subcommittee will bring recommendations to the Council as soon as material is ready to present.
- Mr. Byrd mentioned that legislative pre-filings must be done prior to the 2<sup>nd</sup> Tuesday in January.
- Mr. Wilkins stated that Mr. Ed Evans has drafted legislation on the "spreadsheet" items.

The December meeting date was cancelled. The next scheduled meeting is Tuesday, January 14, 2014 at 10:00 a.m. via conference call.

There being no further business, the Council adjourned at 2:45 p.m.

Minutes devised by Kim Sherfesee.