UPAC Business Meeting
Miami University
May 6th, 2014
9:00-10:30am

Call to Order in Benjamin Harrison- Clark Kelly called the meeting to order at 9:00am
Present: Janet Cox, Lisa Dankovich, Jon Reardon, Sarah Thacker, Donna Boen, Dave Beitz, Glenn Ellerbe, Tracy Davis, Sue Sepela, Thomas Stork, and Lou Haines.

Following members excused from the meeting: Mark Friedline and Jeremy Davis

Approval of Minutes – April Minutes approved pending changes requested from Janet Cox.
Special Guest- Joe Bazeley, Security Officer for Miami’s IT services department.
UPAC began with introductions and Joe began explaining the history behind the two factor authentication requirement. He stated that a couple of security incidents that occurred one year ago prompted the need for the two factor authentication. The two factor authentication went live on Monday May 5th. This requires employees to be on campus to be able to print W2 forms, change Direct Deposit information, and submit mid-term or final grades.

Janet Cox represented Robin Parker while explaining the Affordable Care Act. Provisions of the law will affect part time appointments and hiring. The rules are under discussion and in draft form. Part time employees are important to Miami, but the University cannot afford an increase to the costs of benefits. The hours a part time employee works must be monitored to avoid having to pay benefits. The rolling 12 month period starts in October and the spikes in hours worked must be monitored. Faculty academic year is from August to May, and unclassified staff members use the 12 month period. Janet began to explain the different rules for three different classifications: Part time Faculty, part time staff, and students.

Part time Faculty- Law requires that hours worked must include time for office hours and class preparation. Many faculty members are hired and paid based on credit hours or course basis. One hour course equals three work hours because of the office hours and class preparation. The limit is 9 credit hours per week which equals 27 working hours.
Part time Staff- 27 part time employees must stay under the 28 hours per week required hours and cannot accept another part time position on campus. Example, unclassified part time staff member cannot also teach a course.
Students- Graduate assistantships can work 18-20 hours per week during the academic year, but cannot have an additional job on campus. Undergrad student employees can work 28 hours during the school year and 40 hours during the breaks. Managers of student employees must monitor their hours if they are working during the summer. The hours worked during the summer and during the school must average out to be less than 28 hours per week. Jon Reardon asked if there was a discussion of giving students a lump sum assignment and Janet stated that this would not allow Miami to know if the amount met minimum wage.
RA’s cannot have additional jobs on campus, but work study students can work up to 40 hours per week.
Human Resources Updates

a. **Personnel** – Janet Cox
   Liz Mullinex was named Dean of CCA and Carine Feyton, Dean of College of Education, Health, & Society is leaving Miami and Susan Mosley Howard is the Interim Dean.

b. **Academic Personnel** – Janet Cox
   Ray Gorman was named Interim Provost. Currently most departments are making decisions on raises for next year. Moving from PeopleAdmin to Hire Touch and everything is going online. This change should be complete by the end of the summer.

II. **Subcommittee Updates- No updates**

**Old Business**
Lisa Dankovich was chosen as UPAC chair for next year. Sue Sepela offered to continue as Vice Chair, but would rotate if needed. The committee discussed the need for representation on current list of committees and the group agreed that there was no need for representation on the Tobacco Free committee. Thomas Stork asked to be the representative for the Academic Policy and Lou Haines was voted to represent UPAC on the Faculty Senate Committee. There was discussion of creating a UPAC position for recruiting members or establishing a membership committee within UPAC.
Sue Sepela spoke about the lack of representation of the regional campuses. The committee discussed this issue and agreed that two of the new member nominations should be approved and the two remaining spots should be filled with one representative from student affairs and one from the Middletown campus. Clark will forward this to Ted.

**New Business**
Activating working meeting on May 27th and Dr. David Creamer will be present with Ben Spillman to discuss the change to the parking permits.
June 3rd is the last working meeting for the year and the committee will discuss the budget for next year.

Meeting adjourned 10:30am

Respectfully,

Sarah Thacker