

AALT Meeting Minutes

6-11-18

In attendance: Donna Bertolino, Carolyn Knopfler, Grace Young, Sharon McDermot, Judy Zubrow, Kelly Sullivan, Kim Burns, Janice Rogers, Nancy Julin, Mary Farrell, Tina Favara

1. Chris Severance provided a handout describing update to HR Policies. As a result of the Affordable Care Act we are required to report all hours that people (adjuncts and contract employees) are working to determine eligibility for benefits.

* Stipends work – isn't calculated for benefits so this should not be used for contract employees but we can pay stipend to full time faculty as they are exempt from this. Other exceptions - DCE course development (on-line or regular). Faculty CAN get a stipend for this work.

* Anyone working more than 21 days must use an electronic timesheet and will be set up by HR. SPA can still be used to pay people if they are working less than 21 days. RTEs can be estimation of hours but SPA will reflect the accurate number of hours to be paid.

* RTEs should be received 2 weeks prior to the work being done. If they're getting a stipend, you don't need an hourly rate. It's just a total 'stipend' payment.

* A longer discussion ensued with lots of questions for Chris. He will seek clarification on some and will plan to come back in the fall when he hopes to have a written, signed policy by Steve F.

2. Meta Major Space - The following have been confirmed: June 14 Ashley Moore is moving out of C209 and into the One Stop Hub. C209 will be hat prepped for Grace Young who will move in on July 1; STEM MM Center will move to TC205 July 1, Valley Works moves out July 1; Public Safety will move out of TC and into C110 in July and Testing Center staff will move into that space. SC104 is set to be the new admissions center.

3. FY19 Budget – Sharon has sent out the approved budgets. Capitol allocations will be sent out by end of the week.

4. Kim Burns discussed the hybrid course, ACUE. Middlesex is offering this and has two slots available for faculty that they have offered to us. They will be using at as new faculty institute. This will be offered in the fall. Names of faculty should be submitted to Kim by August 1. There will be a selection process not headed by PD.

5. Our next meeting will be in July