Staff Advisory Committee Meeting Minutes  
September 16, 2015 
Huth Room, Steinman College Center  

Present: Debra Joseph (chair), Sharon Gromis, Frank Koczur, Mike Lear, Deb Miller, Butch Morrison, Ann Wagoner. Guests: Kelly Bertani, Mary Ann Russell. 

The meeting began at 10:05 am with an introduction of potential new members Kelly Bertani of Human Resources and Mary Ann Russell of Psychology. Both of them were shown the by-laws of the Staff Advisory Committee (SAC) in order to familiarize them to the purpose and function of the Committee. The minutes of the August 12 meeting were approved. As a means of introducing the potential new members to what the Committee has been working on, a discussion ensued regarding the non-exempt service on College committees webpage. This webpage will contain committee descriptions and an interest form that will be submitted to the committee and shared with appropriate committee chairs. Kelly suggested linking to it from the new employee orientation page. Debra suggested showing Kelly and Mary Ann the draft page created by Ann, but unfortunately Frank could not bring it up on his iPad at the time. Ann explained the layout of the page. Debra reported that Mary Ann Wynn and Laura Fiore in Human Resources liked it, so it was now ok to go ahead and publish this page. Debra will announce this if done before the end of September. Kelly suggested adding a call for club advisors (something else that non-exempt staff are allowed to serve as) on this page as well. 

Debra reported that a non-exempt staff member was interested in serving on the SAC. However, he has only been employed by the College for six months and SAC by laws require one-year of service in order to serve on the SAC. It was agreed to make an exception to the by laws in order to allow him to serve. The next order of business involved electing a chair and co-chair for the Committee since Mary stepped down at the end of June and Debra was leaving at the end of the month followed by Frank (November) and Mike (December). Ann agreed to become chair and Sharon agreed to become co-chair starting in October. 

In other business, Deb Miller reminded the SAC of the Professional Staff Development Luncheon on September 30 on Facilities, Past, Present and Future. Matthew Eynon and Bruce Balestier will speak in November. After voting in Kelly and Mary Ann as new members, Debra noted that there was no other business to discuss. However, a discussion ensued regarding campus facilities and maintenance. Deb suggested that a future staff development luncheon topic could be something on emergency preparedness. Kelly noted that Denise Freeman, director of environmental health and safety and Keely Johnston of Public Safety could do this as they provide this already for new employees. Someone suggested that this might be a topic/presentation for a general non-exempt staff meeting. 

The meeting adjourned at 10:57 am. 

Respectfully submitted, Michael Lear, Secretary