Staff Advisory Committee  
Meeting Minutes  
October 22, 2014  
207 Meyran Hall

Present: Debra Joseph (chair), Sharon Duffins, Carol Kornhauser, Mike Lear, Mary Sakellaris, Ann Wagoner. Absent: Kim Draude, Jamie Kiebler, Frank Koczur, Jessica Transue.

The meeting began at 10:04 am with Debbie’s announcement that Jamie and Jessica have resigned from the Committee. A suggestion was made to try to recruit new members, especially from under represented departments such as Facilities, Athletics, Public Safety, etc. On an HR issue, a discussion ensued regarding open enrollment.

The minutes of the September 24th meeting were approved with corrections to be made. The September 17th general non-exempt meeting minutes were also approved.

Debbie reported that Faculty Council asked the Committee if we would be interested in broadening (ie. gaining) access to Names and Numbers (the employee directory) that has been resurrected in electronic form through COGNOS for the use of faculty. Subsequently there was a discussion of who controls/makes directory information changes, ITS or HR. It was pointed out that individuals control information such as office location and phone number in Inside F&M and need to keep it up to date themselves. Ann noted that professional staff should be informed that the directory exists and given the option to “opt out.” It was suggested that this could be done through the “My Info” pane in Inside F&M where employees could check for accuracy, make corrections, and opt in or out concerning sharing the information. The Committee’s consensus was that we would be interested in this information being made more widely available only if an “opt out” option was given.

As the last item of business, Debbie presented a draft of a committee service list/webpage to share with non-exempt staff that lists committees staff can serve on. The list includes committee descriptions and a link to a web form for interested persons to submit to either the SAC and/or the appropriate committee chairs. Carol noted that there are several other committees that could be added to the list including the SAC, Dipnic, Wellness, Workplace Safety, and Sexual Misconduct Committees.

The meeting adjourned at 11:00 am.
Respectfully submitted,
Michael Lear, Secretary