Staff Advisory Committee Meeting Minutes  
November 18, 2015  
Huth Room, Steinman College Center

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

The meeting began at 10:04 am with the approval of the minutes of the October 16th meeting as written. Ann provided an update on the non-exempt staff committee page/interest form which is linked from the Staff Advisory Committee (SAC) website as a subpage. Members were able to see the page using Frank’s iPad. Ann noted that Laura Fiore, director of Human Resources (HR), would like the page to be inclusive of exempt staff as well. Frank noted that there was already an exempt staff committee that could take up their cause. However, Laura’s point that anything non-exempt staff could serve on also applied to exempt staff and that it made sense to be inclusive on one site was noted. (Sharon arrived 10:09 am). A discussion ensued that Tamara Pohle in HR may be able to assist in setting up a qualtrics form in order to collect names of persons interested in serving on specific committees that could be sent to committee chairs. It was also noted that wording changes would need to be made to the list of committees that non-exempt can serve on to include exempt. This would also include a few instances were certain committees (like SAC and the Exempt Staff Advisory Committee) would be limited to only non-exempt or only exempt staff. There was some discussion that the committee site would likely need to be placed on HR’s site but linked prominently from the SAC site. Sharon suggested that committee chairs should be warned that they may be getting interest forms from prospective members. Someone also noted that a few committees such as the Professional Staff Development Luncheon, Dipnic, and Student Employment Advisory Committee had not been included in the list of committees.

The next order of business was to address Frank (November) and Mike’s (December) expiring terms on the Committee. Frank agreed to stay on until November 2016. Mike agreed to stay on until February 2016. Going back to the previous topic of committees, there was some confusion as to the names ESAC (Exempt-Staff Advisory Committee) versus NESAC (Non-Exempt Staff Advisory Committee). Looking back at the minutes, Mike noted that the ESAC originated in January 2012 with that name. While the previous Secretary had used the name NESAC for the SAC for a short time to distinguish between the two committees it was noted in the April 18, 2012 minutes of this Committee that we officially decided to keep the name Staff Advisory Committee.

In other business, the Committee discussed a date for a Spring 2016 general meeting of non-exempt staff. February 10th at 10 am in Booth Ferris North was proposed with a snow date of February 17th. The F&M mentor program was also discussed. This had formerly been something that the SAC had done for new employees but more recently this has been handled by Kneedler Distinguished Service Award winners.
The next meeting is tentatively planned for Wednesday December 16th. [The December 16th meeting was cancelled.] The meeting adjourned at 11:01 am.

Respectfully submitted,
Michael Lear, Secretary