Staff Advisory Committee  
Meeting Minutes  
February 19, 2014  
Huth Room, Steinman College Center

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

The meeting began at 10:15 am with a review of the minutes of the January 15, 2014 SAC meeting. The minutes were approved with a few corrections.

Debra reported on her correspondence with Barry Bosley regarding campus catering guidelines and the College’s contractual obligations to Sodexo. The main question regards clarification of the issue of bringing outside food on to campus for events ie. what is allowed and what is not allowed. The question was asked whether these guidelines are in writing and available anywhere for department coordinators and supervisors to access. Barry informed Debra that Greg Fulmer is drafting a contract guidance policy that will soon be on the website. It will also contain a section clarifying catering. A discussion ensued regarding various catering/self-catering scenarios. The ultimate answer was that food can be self-catered but that no outside caterers delivering, setting-up, serving and tearing down may be used. Someone commented that policy makers often create policies without the knowledge or input of frontline workers. This often results in frontline staff being placed in awkward positions. Carol suggested that these policies should be known to all, especially by supervisors who may pressure staff to do things against policy.

Following the discussion on College policies, the sexual misconduct mandated reporter policy for student employees came to mind. This was announced via email without any follow up as to how to inform or educate students about this policy and their responsibilities regarding it. Many staff feel uncomfortable with being “on the hook” for counseling student workers regarding this legal issue. Ann, Mary and Carol feel that there should have been some higher-level training for students conducted by those more expert in the law and College compliance. Staff should not be responsible for this, as it is a Human Resources issue, not a job training issue. Mike suggested that perhaps one of the subcommittees of the Student Employment Advisory Council could take up the issue of how students should be trained and by whom regarding mandated reporting. A discussion ensued regarding the Financial Aid job agreement that students had to sign, with this perhaps being an avenue of informing students about the mandated reporter policy. Carol suggested discussing this issue at a Spring general membership meeting.

Considering the two issues that had just been discussed, Mary suggested staff input into policy creation. Carol mentioned supervisor pressure regarding catering/self-catering food for events (in this case within Academic departments) and suggested that someone in administration speak at a faculty meeting to inform them of the College’s policy.
Due to a shortage of time, brief mentions were made regarding the Federal definition of non-exempt staff (and overtime pay requirements), the College’s personal automobile use policy and to which office we might inquire to get answers. The former (along with the student mandated reporter policy) was deemed to be a Human Resources issue, while the latter was deemed to be a Business Office issue. Mary will pursue the latter for clarification of the vehicle policy.

Debra introduced a draft of a letter from Faculty Council to the faculty regarding the issue of a faculty dining room on campus (or in this case off campus). This letter is to serve as survey of interest and Faculty Council wanted to know if staff would be interested in being surveyed as well. We decided that the answer was yes.

Concerning College weather closures and delays, Mary asked if we could add the College's emergency weather closing policy to next month's agenda for discussion.

The meeting adjourned at 11:10 am.

Respectfully submitted,
Michael Lear, Secretary