Staff Advisory Committee (SAC)
Meeting Minutes
December 12, 2012
Armstrong Room, Steinman College Center

Members present: Carol Kornhauser, Chair; Debra Joseph; Frank Koczur; Michael Lear; Emily Shirk. Absent: Nikki Broderick-Roby; Kimberlee Bryan; Karen Mertzman; Mary Sakellaris.

The meeting began at 10:06 a.m. Carol began by asking those who attended the general membership meeting how they thought it went. Debbie thought it was productive. Emily stated that the issue of catering costs was something she was very familiar with, as she assists in organizing many events. Unfortunately she was unable to attend the general membership meeting due to other priorities.

Moving on to the issue of closing the College early on summer Fridays. The consensus was that this was something that probably could not be coordinated across the various offices on campus due to the variety of programs and other activities at the College during the summer. The initial justification behind the proposal was that it could be done as an energy saving measure and that it would only work if it was universally adopted. Someone pointed out that the College’s Flexible Work Hours Policy at: http://www.fandm.edu/humanresources/college-policies may accommodate adjusting individual summer work-hours schedules in order to leave early on Fridays and would essentially accomplish the same goal. As a result, the committee decided to drop the early closing idea.

Carol brought up the issue of staff participation on College committees and the idea of getting Human Resources to create some sort of master list or online volunteer form in which non-exempt staff could “opt-in” or nominate themselves for service on a specific committee (if a seat becomes available) or for any ad-hoc committees (as they are created) relating to issues of interest to the staffer. Carol and Mike Lear will pursue this with HR after the new year.

Addressing the new-employee mentoring program that was once under the direction of the Staff Advisory Committee, Carol asked if this was something that we wanted to take on again. After reporting that recent Kneedler Professional Staff Award-winners were actively mentoring new employees, it was decided that if they were doing a good job there was no point in SAC taking this up again.

The meeting concluded with a discussion on the draft of the Committee’s Bylaws and Best Practices policies. The Committee agreed to the revised language in the Bylaws dealing with the duties of the Co-Chair and their option of becoming, rather than automatically becoming, the next year’s Chair. Specifics of Article V (Meetings) were discussed and the definition of the quorum requirement for meetings was agreed upon. Language was also inserted providing the Chair with the power to break tie-votes. It was also agreed that the
Bylaws would provide for the removal of non-active members of the Committee. Additional Best Practice policies were also suggested.

Carol (whose official term had ended in August 2012) announced that she would be stepping down from the Committee at the end of June 2013.

The meeting ended at 11:00 a.m. The next meeting is scheduled for January 16.

Respectfully submitted,
Michael Lear,
Secretary