Staff Advisory Committee Meeting Minutes  
April 22, 2015  
Huth Room, Steinman College Center

Present: Debra Joseph (chair), Sharon Gromis, Frank Koczur, Carol Kornhauser, Mike Lear, Mary Sakellaris, Ann Wagoner.

The meeting began at 10:05 am. Debra announced that she will invite Butch Morrison and Deb Miller to our next meeting as potential new members. In discussing the minutes, Carol’s question concerning if employees were hurt by late evaluations was raised. Evaluations are due this Friday (April 24) and many feel that this is difficult to do in a timely fashion during a busy semester. Carol suggested that Human Resources should send out a complete calendar of due dates and Mary confirmed that this had been done all along. After some discussion, the minutes from the previous meeting were approved.

The next item on the agenda concerned the list of College committees on which non-exempt staff can serve on. Finalizing this will be a goal this summer, with unveiling in August. A discussion then ensued regarding faculty participation on College committees and how this was decided. It is believed that faculty do not volunteer but are required to serve on College committees and are assigned committee spots.

Discussing the dwindling membership of the SAC, it was revealed that several members’ terms have been expired or will soon expire. After some discussion, Mike Lear agreed to an extension (10 month) until December 2015, Mary Sakellaris until June 2015 (3 month extension), Frank Koczur until November 2015 (1 year), Carol Kornhauser until June 2015 (1 year extension). Debra Joseph will step down at the end of her original three-year term in September. Considering that five committee members will be rotating out of the SAC by the end of the year, Mike suggested that we amend the SAC by laws to lower the required minimum number of members from seven to five. This was seconded by Sharon and approved unanimously.

Several topics were raised in concluding the meeting. These included announcements that “mach forms”, working within the Content Management System for the web site, will be replaced by something else; that a lot of repair and renovation work is being done this summer on campus; and that parking on campus is an issue.

The meeting adjourned at 10:58 am.

Respectfully submitted, Michael Lear, Secretary