Staff Advisory Committee Meeting Minutes  
December 10, 2014  
Huth Room, Steinman College Center

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

The meeting began at 10:08 am. Debbie introduced Sharon Gromis from Public Safety, who is interested in joining the Committee. She also announced that Frank Koczur, whose three-year term ended at the end of November, is willing to stay on one more year as web content implementer. The minutes of the October 22 meeting were approved.

As an orientation for Sharon Gromis, Debbie discussed the Staff Advisory Committee’s (SAC) work on gaining staff representation on College Committees. To date, the SAC has been successful in gaining representation on the Faculty Council Committees such as library, fair practices, budget priorities and other Committees such as sexual misconduct, and quality of campus life. However, despite Faculty Council approving non-exempt staff representations and changes to committee description language in the Faculty Handbook on April 28, these changes do not appear in the newest handbook. A discussion ensued as to what other committees the SAC was targeting for staff representation under the aegis of the Office of the President, Provost, and Human Resources. Names of relevant committees were discussed. Ann asked if we were compiling a list of volunteers to send to these committees and/or what mechanism we would be using. Debbie does not want to recommend or appoint people but rather expedite giving names of interested parties to the appropriate committee chairs or HR. A Google form might be created for people to fill out and this can also be forwarded Lydia Brubaker, Special Assistant to the Provost, who compiles lists of committees and their membership.

A question was posed about meeting with President Porterfield on a regular basis and it was agreed that this would not be appropriate given his busy schedule, unless the committee had something very specific to address with him. Carol asked if the Committee had any ideas for the Professional Staff development luncheon (she serves on the Professional Staff development luncheon committee). Debbie suggested a Banner follow up as a topic. A discussion ensued regarding the online staff directory in Cognos where home addresses are listed for personnel in Academic Departments, yet other information is lacking.

In concluding the meeting, Sharon Gromis was invited to join the SAC and she accepted. A brief discussion ensued regarding the Public Safety Advisory Committee and how this is one committee that the SAC hoped to gain staff representation on. The meeting adjourned at 11:03 am. The next meeting is scheduled for January 21, 2015.

Respectfully submitted, Michael Lear, Secretary