Staff Advisory Committee (SAC)
Meeting Minutes
May 22, 2013
Huth Room, Steinman College Center

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

The meeting began at 10:06 a.m. with a review of the terms of the current members and an election of officers. Since Carol’s already-extended term ends June 30, she asked if anyone would be willing to serve as the chair for the following year. Debra Joseph agreed to be the next chair and Mary Sakellaris agreed to be co-chair with the unanimous approval of the Committee. Carol brought up the subject of recruiting new members, especially since Nikki Broderick-Roby has resigned from the College, and asked if there was a non-exempt staff email list to ask for volunteers. Emily suggested that we might want to use the FPS list so that supervisors know what is going on. After some discussion as to whether Carol was stepping down as chair or exiting the Committee altogether, Mary asked Carol to stay on as an advisor. Carol is willing to stay on as a committee member through 2013.

Carol introduced the topic of Lydia Brubaker’s list of College committees and her question to Lydia of why committees that had students on them could not also have non-exempt staff on those committees as well. Carol talked about the project to create a comprehensive, online committee list in which staff could express interest in serving on certain committees. (BPC and Common Hour are two examples of committees that currently have non-exempt members). Emily suggested that one of each type of staff (exempt and non-exempt) could be on committees. Looking at the list, the Committee on Sexual Misconduct, was a committee that everyone thought that non-exempt staff might serve, along with the Library Committee (library employees excepted), Public Safety Committee, Sustainability Committee, and the Mueller Lectureship, among others. Carol asked what the Staff Advisory Committee thought about non-exempt staff serving on Trustee committees. Emily had insight on the Trustee’s Advancement Committee and after some discussion it was decided that advocating for staff service on Trustee committees was too overreaching and probably inappropriate. Ann mentioned that the new Student Employment Advisory Committee was one on which it was important that staff serve on. Ann and Carol have already volunteered for this. Carol talked about the committee list on edisk and the vagueness of it. A discussion ensued concerning the merits of the College committee list project and it was decided that the next thing to do was to identify and collect information on committees not on the list. Carol proposed dividing the task among SAC members to collect information on various committees by sending an email letter to committee chairs asking for information such as website, chair, role of the committee/ mission statement, term lengths, number of members, staff membership, time commitment, frequency of meeting, etc. Mike, Carol, Emily, and Ann will contact committees. Carol asked whether we should be cooperating with the Exempt Staff Advisory Committee on this initiative. Mary advised not to do this for various reasons. Emily seconded Mary’s thoughts stating that staff was under the radar and may have insight into daily functions and issues that exempt staff do not. Mike suggested keeping exempt staff
out of it as it may prove to complicate the issue and that a rising tide would lift all boats (i.e. advocating for non-exempt participation on committees may lead to exempt being eligible as well). A discussion ensued on how many staff should serve on committees. Should there be a designated number of non-exempt staff to ensure that exempt do not exclusively fill any vacancies? Mike suggested that if more than one position on a committee was open to professional staff that it should explicitly require at least one non-exempt. Ann seconded this thought. Carol suggested that we work on collecting information by the end of July. As far as soliciting new members, it was suggested that the new chair, Debra wait until August 1 to send out an email invitation when more staff are present after the summer vacation season. The meeting ended with a discussion of officer’s terms, particularly that of the secretary whose one year term is up. Mike Lear agreed to serve another year if no one else was interested. Mary suggested adding a mode of communication for inquiries made to the committee and Carol mentioned that we had an online suggestion box on the SAC website. The meeting ended at 11:20 a.m.

Respectfully submitted,
Michael Lear,
Secretary