Staff Advisory Committee Meeting Minutes  
June 17, 2015  
Huth Room, Steinman College Center

Present: Debra Joseph (chair), Sharon Gromis, Frank Koczur, Mike Lear, Butch Morrison, Mary Sakellaris, Ann Wagoner, Deb Miller (guest). Absent: Carol Kornhauser

The meeting began at 10:05 am with the approval of the May 20th meeting minutes. Debra introduced Deb Miller from Business, Organizations, and Society as a potential new member of the Staff Advisory Committee (SAC) and explained the by laws and purpose of the SAC. Debra also introduced Deb to what the SAC is currently working on, namely the project to enhance non-exempt staff participation/membership on College committees by lobbying for seats on certain committees and creating a website describing committees, along with a self-nomination form. A question arose from Frank concerning the website and its archive of SAC minutes and how far back that went. Mike reported that (as Secretary) he may have older minutes than those on the website but it was agreed that it was probably not necessary to upload minutes beyond what is already on the SAC website.

Debra thanked Carol and Mary (whose terms end June 30th) for their service to the Committee and proposed electing a new co-chair to replace Mary. Debra also proposed electing a new chair since her term as chair is up in July but agreed to stay on as chair until her term on the Committee ends on September 30th. The question arose as to whether we should meet in July. Someone suggested putting it on the calendar and deciding closer to the date whether to have the meeting.

The topic of a fall general meeting of non-exempt staff arose and there was a discussion of possible topics. Mary suggested having Alan Caniglia speak on facilities improvements but Deb Miller noted that the Professional Staff Development Luncheon Committee has already scheduled David Proulx (VP of Finance) and others to speak on this topic in the Fall. Butch suggested having someone from Human Resources speak on benefits such as vacation time policies and Ann suggested bringing up the topic of possible professional development opportunities in addition to the education benefit. Other proposed topics included addressing the policy on background checks for employees in contact with minors and parking.

The meeting ended with a discussion on recruiting additional SAC members to replace those rotating off the Committee this summer and fall. Sharon mentioned someone who may be interested and Mary was asked if anyone in the Provost’s Office may be interested. [Deb Miller accepted the invitation to join the Committee and was approved by email].

The meeting adjourned at 11:03 am.

Respectfully submitted, Michael Lear, Secretary