Staff Advisory Committee

Meeting Minutes
November 11, 2013
Fishbowl Conference Room, College Square

Present: Debra Joseph (chair), Kim Draude, Frank Koczur, Carol Kornhauser, Mary Sakellaris, Jessica Transue  Ann Wagoner.

Absent: Sharon Duffins, Michael Lear

1. The meeting was called to order at 10:06 AM

2. Review of Minutes of 10/16/13. Carol motioned to approve. Second by Jessica and Mary. All in favor.

3. Review of the Agenda for the 11/18/13 SAC General Membership Meeting in Booth Ferris North from 10 – 11 AM.
   ● Brief Introduction of SAC Committee members. Members should rise when introduced
   ● A sign-in sheet with name, department and current committee representation will be provided (Carol)
   ● Several SAC members will take minutes: Mike, Carol & Kim
   ● Presentation (Powerpoint or otherwise done by Jessica & Kim)
     o SAC Website
     o Review of Mission Statement
     o SAC Suggestion box
     o Review of the work of SAC
     o Review Dr. Porterfield meeting highlights including Banner committee Non-Exempt Professional Staff (NEPS) rep nominations
     o Provide a list of Current Committees with an NEPS representative
     o Provide a list of committees that should have NEPS representation
   ● Questions
   ● Announcements
   ● Adjournment

4. Group Discussion on non-exempt professional staff representation on Campus committees. Currently, there are 2 committee lists of which SAC is aware:
   o Provost’s list
   o HR List
     *plus additional ad-hoc committees
   ● We need to create a comprehensive list
   ● We need to determine on which committees a NEPS is able to participate
   ● Current Provost Committees with NEPS representation:
o BPC – Budget Priority Committee
o CHC – Common Hour Committee
o FPC – Fair Practices Committee
o FBC – Fringe Benefits Committee
o WSC – Workplace Safety Committee?
o CSM – Committee on Sexual Misconduct

• Provost Committees which warrant NEPS representation:
  o CS - Campus Sustainability
  o PSA - Public Safety Advisory
  o TTCH - Technology
  o TAD - Advancement
  o LC – Library Committee
  o MLC - Mueller Lectureship Committee
  o WSC – Workplace Safety Committee (confirm)
  o CCL – Committee on Quality of Campus Life

5. Carol suggested we discuss adding an annual meeting with the President to SAC best practices. It was agreed to table this until the next meeting due to lack of time.

11:03 AM – Meeting Adjourned

Next Meeting - Wednesday, November 20 at 10 am in the Huth Room in the SCC – General NEPS meeting review.
Wednesday, December 18 at 10 am in the Huth Room

Respectfully Submitted,

Kim Draude
Project Coordinator
Office of Annual Giving