Members present: Carol Kornhauser, Chair; Kimberlee Bryan; Nikki Broderick-Roby; Debra Joseph; Michael Lear, Secretary. Absent: Frank Koczur; Karen Mertzman; Mary Sakellaris; Emily Shirk.

The meeting began at 10:00 a.m. with nineteen members of the non-exempt staff present in addition to committee members. Carol thanked Pam Snelson, College Librarian, for the use of the Academy Room for today’s meeting and then thanked the attendees and guests, Barry Bosley and Dianna Zimmerman for agreeing to speak. Debbie Joseph introduced Barry Bosley who spoke about high Sodexo catering costs that have forced departmental coordinators into bringing outside food in for departmental events to save money. Barry explained that there is an exclusivity contract with Sodexo for all food services and that the volume of business limits overall costs. He stated that small, self-catered office functions were fine but that larger events (with outside attendees) should be catered by Sodexo due to food handling issues. He went on to explain that the high cost is tied to student advocacy for fair/living wage standards wherein starting wages for Sodexo employees on campus is $9.05 per hour rather than federal minimum wage and that 30 hours a week qualifies for full-time benefits. In addition, the College’s standards for sustainability in the form of biodegradable, eco-friendly materials comes at an additional cost. Barry made the point that the College cannot require Sodexo to meet these standards and at the same time not expect to pay the extra expense. That being said, Barry acknowledged that departmental budgets may not be adequate or are not rising to meet increasing food and catering costs. Proposing a solution, he recommended that coordinators talk with catering staff to negotiate what might be possible for a certain amount of money.

Carol opened the floor to comments and questions from the audience. One coordinator’s question led to the issue of alcohol at events. Barry stated that Sodexo does not supply alcohol and that it is the College that assumes the risk. Any events serving alcohol are supposed to be approved by Sam Houser in the President’s office. Someone asked if the College’s policies and practices on alcohol were written somewhere for all to see and another attendee seconded that comment. Barry did not know but will check into it. Carol suggested that all departmental coordinators and anyone else interested in the information might be invited annually to a meeting letting them know about catering procedures. Another attendee reiterated that the cost was prohibitive for departmental budgets but was reassured that any rise in costs should theoretically be limited to the Consumer Price Index (5%). Barry reiterated that it was ok for departments to bring in outside food but not to have it delivered and set-up (ala catering). When pressed about bringing in outside catering outright, Barry stated that any outside catering is absolutely prohibited by contractual obligation. A question arose as to how pizza is supplied by “outside caterers” for Common Hour. Barry stated that this was an accommodation/exception, which led to
the question as to whether other Common Hour food options might be explored. Barry said that this was discussion that could be had. Coming back to the issue of costs, one coordinator asked if bringing in outside caterers to compete with Sodexo would force them to renegotiate lower prices. Barry answered that this would have a negative impact on costs for students in the dining hall and would force Sodexo to abandon fair wages and sustainable practices. Additional questions included the recent Sodexo survey, most notably the need for an area for comments, and the length of the current contract. Barry reported that the survey was last year’s survey, which they did not intend to send and that the contract has seven years remaining. It was also suggested to Barry that the faculty needs to be made aware of much of the information Barry presented. Perhaps Barry could ask to speak at a faculty meeting to present the important aspects regarding alcohol and catering policies.

Carol introduced Dianna Zimmerman who talked about the new method of recording timesheets using the Banner system. This will be one integrated database that should be a time-saver, easily revised and easily monitored to keep track of compensation and retirement contributions. As we have heard, there will be demonstrations for filling out and approving timesheets. In regard to inconsistent practices such as reporting holiday and weather-related closures and compensatory time, this system will tighten this up. Responding to a question, Dianna reported that students will also get timesheet training. Carol asked if it were true that beginning in FY 2013-2014 the new system would allow rolling over up to five vacation days from fiscal year to fiscal year. Dianna said yes it was. Another question was raised on how to report comp. time and the answer seemed to be that actual hours worked should be reported and that comp. time should be taken within the same pay period. One attendee asked if reluctant supervisors will absolutely be required to attend time-sheet approver training and the answer was that they would be prodded and coached if necessary. Someone asked about proxy approvers and it was reported that there will be a system put in place for identifying substitute timesheet approvers. Another question revealed that lists of authorized approvers will be supplied to Human Resources and the Business office. One negative aspect of the changes to the payroll system is that nine and ten month positions will not be paid throughout the year but only during periods actually worked. In conclusion, one attendee thanked the Business Office for their hard work, which Dianna appreciated.

In reporting to the group what the SAC has been working on, Carol mentioned the March 15, 2012 Spring General Membership Meeting and the suggestion made at that meeting of the possibility of early summer closings on Fridays. Mike Lear reported that some members of the Committee had investigated how other Colleges handle this and summarized some of the SAC’s discussions about the practicality of closing the entire campus early (justifying it with energy savings) while working all of one’s hours during the rest of the week. Carol also reported on the SAC’s investigation into obtaining a list of committees that non-exempt staff can serve on. Carol asked those assembled to please contact her if they were interested in joining SAC as the Committee is in need of new members. Opening the floor to questions and announcements, one person announced the next professional development luncheon on December 5. Another mentioned the Wellness Committee and the new Highmark WebMD interface to earn wellness points. A part-time staffer suggested that full-
timers be sensitive to part-timers when talking about benefits issues. Nikki concluded the meeting by reminding people about the 15% discount for employees of the College who use AT&T wireless service and some information about it will be posted on the SAC site.

The meeting ended at 11:00 a.m.

Respectfully submitted,
Michael Lear, Secretary