Staff Advisory Committee
Meeting Minutes
April 16, 2014
Fishbowl Conference Room, College Square

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

The meeting began at 10:10 am with a review of the minutes of the February 19th and March 19th SAC meetings. Enough SAC members were present to approve the validity of the minutes of the last two meetings and the minutes were approved. A discussion ensued regarding the weather-closing policy addressed in the March 19 minutes. It was felt that some (especially non-exempt staff) could not work at home in lieu of coming to campus if the College were open during bad weather. In this case, some staff would be forced to take a vacation day while others would not.

Debra invited the Director of Human Resources, Laura Fiore to speak at a general non-exempt staff meeting but it was not deemed possible before commencement and the start of summer schedules (where part-time staff may not be on campus). Debra pointed out that this might be scheduled for later in September. Carol suggested that we coordinate with Debbie Martin in the President’s office so as to not conflict with some other event on campus. The dates September 16, 17, 23, 24 were suggested. [Additional minute: After consulting with Laura Fiore on April 17, the date September 17 at 10 am was decided upon and Booth Ferris was reserved for a general non-exempt staff meeting.]

The meeting focused next on a suggestion received through the online SAC suggestion box concerning the new evaluation process. A discussion ensued about Human Resources’ new “goals focused” evaluation process and the fairness of using it to evaluate staff tasked with day-to-day oriented, customer service duties. The fact that this was a mid-year change in policy was also pointed out. This discussion led toward a discussion about HR announcements no longer being sent out by email but being placed in the online Bell and Tower newsletter. Someone suggested that perhaps announcements could be made through Inside F&M, targeted to what is relevant for each group of FPS by status (ie. faculty, exempt, non-exempt staff).

Going back to the topic of the College’s catering policy it was pointed out that the web page listing the policy requires that catering contracts must be cleared through Barry Bosley (AVP for Administration) first. Other language and/or policies remain unclear and Department coordinators have been trying to schedule a meeting with David Proulx (VP for Finance and Administration) for additional clarification.

The meeting adjourned at 11:00 am.

Respectfully submitted,
Michael Lear, Secretary