Staff Advisory Committee
Meeting Minutes
May 21, 2014
Huth Room, Steinman College Center

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

The meeting began at 10:04 am with a review of the minutes of the April 16th SAC meeting and the minutes were approved without change.

Debra discussed the general non-exempt staff meeting scheduled for September 17th at 10 am in Booth Ferris. She will meet with invited speaker Laura Fiore in August to discuss a list of topics to be addressed at the meeting. Topics may include:

1. Sending email announcements or posting announcements more prominently in Inside F&M that are targeted to pertinent classes of professional staff rather than having announcements buried in the Bell and Tower newsletter.

2. Federal laws regarding exempt vs. non-exempt staff; non-exempt working overtime for compensatory time rather than pay.

3. Discussion of supervisors’ expectations of non-exempt staff, raises, mixed messages regarding evaluation process.

4. Mandatory reporting and the Clery Act/Title IX; Are student-worker supervisors responsible for informing students of their mandated reporter responsibilities?

5. Ann’s suggestion that Human Resources assign a specific HR representative to each employee based on job function or division (i.e., reporting structure), rather than alphabetical. The reason for that would be so that HR reps could become familiar with their group’s common concerns, and employees would know who specifically to contact in HR with questions.

6. Carol’s suggestion that HR and the SAC communicate more so that SAC might be able to assist informing non-exempt staff of College policies.

A discussion then ensued regarding the evaluation process and the timing of changes to the process and the impending move to an online system. Following up on point number two, Kim reported that non-exempt staff have the right to overtime pay rather than comp time alone. Someone suggested that the SAC send out a notice sometime this summer for people to save the date (September 17) for the general non-exempt staff meeting and that another email be sent once people return at the beginning of September. This led to a discussion of google apps and calendaring. Additional topics of discussion included the difficult Banner software rollout and that staff was paid for assisting at commencement this year.
Moving on, the committee discussed the Faculty Council’s response to the SAC’s petition to add non-exempt staff members to selected Faculty Council committees. Since this has been approved, Mike raised the question as to how the Staff Advisory Committee wanted to handle this—screening, appointing, or recommending members? Ann raised the question of perhaps asking how committees on campus usually handle selection. Mary stated that she did not want the SAC to get into appointing or interviewing people. Carol suggested gathering names of interested parties and submitting their names to committees. Our Committee’s consensus was that SAC should not select or appoint members but should expedite the process of matching interested parties to the Faculty Council committees. Ann suggested creating an online application in which interested parties could apply to a committee and from which the committees might choose an applicant for service.

The meeting ended with an announcement that the following persons, Jamie Kiebler, Mary Sotomayor, and Meaghan Kauffman may be interested in joining the committee and would be invited to attend the next SAC meeting.

The meeting adjourned at 11:00 am.

Respectfully submitted,
Michael Lear, Secretary