Members present: Carol Kornhauser, Chair; Debra Joseph; Frank Koczur; Michael Lear; Absent: Nikki Broderick-Roby; Mary Sakellaris; Emily Shirk; Ann Wagoner.

The meeting began at 10:06 a.m. Due to the low number of members in attendance there was a question as to quorum. Mike looked at the bylaws adopted in December and determined that four of eight committee members (50%) present was sufficient. Carol began by introducing Lydia Brubaker from the Office of the Provost who was invited by the Committee to discuss the “master list of committees” in the context of the SAC’s proposal to better inform non-exempt professional staff about committees on which they can serve. Lydia explained the committee structure, noting that she only listed those she was aware of, and how the list is compiled from surveys she sends out each year in January. Some committees are elected, some are appointed, and there is no mechanism in place to keep the list greatly up-to-date. A considerable discussion ensued and it was noted that Lydia’s list only contained Provost, Faculty, Faculty Council, Trustee and Presidential committees. Committees of the Human Resources office such as the Dipnic and Staff Advisory Committees are not on the list, while the Wellness committee is. Lydia informed the Committee that she is working with ITS on creating a list of committees much like that proposed/envisioned by SAC. Mike posed the question as to whether there is any definition of who can serve on certain committees. Lydia stated that some faculty committees are defined in the faculty handbook and that it would take action by the entire faculty to alter their makeup. Mike Lear suggested that committee bylaws should define who can serve, but realizes that most committees probably do not have formal bylaws or policies in place. The SAC understands that non-exempt professional staff would be excluded from many trustee and faculty committees but questions why students are apparently invited to serve on many more committees than lower-level exempt and non-exempt professional staff. One example that was pointed out was the Public Safety Advisory Committee for which there is no reason why non-exempt staff should be excluded.

The discussion then turned toward how to set up some sort of mechanism (once committees on which non-exempt staff can serve are identified) through which non-exempt staff may express interest. It was proposed that there could be some sort of description of the committees available through a portal such as Inside F&M, along with a way of volunteering. Names of volunteers would then be sent to committees to draw members from. It was agreed that this may be complicated since there is no clear idea who is responsible for committees and which ones non-exempt staff may serve on. Lydia agreed to pursue this once she received an idea from us which College committees we felt it appropriate for non-exempt staff to serve on.

The meeting ended at 11:04 a.m. The next meeting is scheduled for April 17th.
Respectfully submitted,
Michael Lear,
Secretary