Staff Advisory Committee  
Meeting Minutes  
November 20, 2013  
Huth Room, Steinman College Center

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

The meeting began at 10:07 am. Debra began by addressing a few questions that had been raised at the non-exempt professional staff general meeting on November 18th. She confirmed that Sodexo’s contract lasts another 8 years and that the College is not self-insured for auto insurance. The College’s auto insurance is through Hanover Insurance. Mary cautioned that employees should not routinely use their own vehicles for College business since they would not be insured by the College and would be liable through their personal insurance policy. A discussion followed about one SAC member’s use of their own vehicle in the past to transport job candidates. Carol suggested that Human Resources advise College employees on the insurance issue and Mary gave more examples of risks that are not covered by the College when employees use their personal vehicles for College business.

Further discussion ensued about risk management at the College and the issue of compensatory time.

Reporting on the non-exempt staff general membership meeting on November 18, Carol stated that 34 persons attended, 8 of which were SAC members. Jessica reported that she heard several compliments regarding Debra’s handling of the meeting. Sharon reported that several people liked the meeting and thought that a monthly meeting would be desirable.

On the topic of staff participation on more College committees, there was a discussion about sending a written proposal/justification to Lydia Brubaker (Special Assistant to the Provost), which may be timely as the Faculty Council revises the faculty handbook. Debra asked Ann to write this up to present to Lydia. There was a question about differentiating between exempt and non-exempt in the proposal. While the SAC is not concerned with advocating for exempt-staff participation on College committees per se, it was decided that it may be a good idea to explicitly advocate for one of each on College committees. The reasoning of this would be to avoid the possibility that exempt staff would end up dominating representation of professional staff on committees should professional staff in general be invited to serve. Carol gave some background on the origin of the use of the term professional staff at the College.

Going back to an earlier issue, there was an extensive discussion concerning non-exempt staff working overtime and receiving compensatory time in lieu of extra pay. Advancement and Admissions were two areas where this practice came to mind.
There was a question as to the legality of this. Mary explained some of the differences between non-exempt and exempt labor laws from an HR perspective. Someone suggested that someone from Human Resources or Payroll should be invited to meet with the SAC to explain the pay vs. compensatory time issue.

Mary had to leave the meeting at 10:36am.

Debra asked if there were any other issues brought up at the general meeting on November 18th. Going back to the previous discussion, Ann noted that the rules for overtime should be made clear in writing. This led to a discussion on finding College policies on the Human Resources website. Some are not easy to find. It was noted that the new College website will concentrate on prospective students rather than staff, which may make things more difficult to find. Ann mentioned that *Inside F&M* might become the new avenue to communicate HR policies to staff. Jessica mentioned *Banner/Cognos* issues. Going back to the discussion on staff participation on College committees, Carol suggested that we get a count from Human Resources on the number of exempt vs. non-exempt staff. She also noted the importance of having staff interested in serving on more College committees if we are going to advocate for it. Mike asked if staff had expressed interest in being eligible for more committees when the issue was discussed at the general meeting. Some staff liked the idea of having some sort of self-nomination system in which to express interest in serving on various committees.

The meeting adjourned at 11:05 am. As the committee agreed to forgo a December meeting, the next meeting will be held in January.

Respectfully submitted,
Michael Lear,
Secretary