Staff Advisory Committee Meeting Minutes
May 20, 2015 Huth Room, Steinman College Center

Present: Debra Joseph (chair), Sharon Gromis, Carol Kornhauser, Mike Lear, Mary Sakellaris, Ann Wagoner, Butch Morrison (guest). Absent: Frank Koczur

The meeting began at 10:05 am. Debra introduced thirty-year employee Butch Morrison who is interested in joining the Staff Advisory Committee (SAC). Everyone introduced themselves to Butch. The minutes of the April 22 meeting were approved. Carol asked for clarification of Human Resources’ (HR) schedule for completing annual evaluations. How was it announced and where was it posted? Mary and Ann clarified that the evaluation schedule was both posted on the academic calendar and was spelled out in an email from HR. Carol suggested that one of the topics for a Fall general non-exempt staff meeting could be pointing out this calendar to staff. Butch noted that he was not aware of the self-evaluation form until mid-April.

The SAC bylaws were introduced to Butch. Carol raised the question as to whether the SAC by-laws should specifically define “non-exempt” in article ii. It was felt that this was not necessary. The activities of the Committee were described to Butch. In explaining the project to enhance non-exempt staff participation/membership on College committees, Deb explained that in the past HR had asked SAC for names of persons to serve on a limited number of committees when needed. However, non-exempt staff have always been unsure or unaware of such opportunities and the process was not very open. As a result, the SAC has been working on expanding non-exempt staff eligibility to serve on various College committees by lobbying for defined “seats at the table” and establishing a system for self-nomination. So far, this has been successful in that several additional committees have expanded membership to include non-exempt staff and non-exempt staff have volunteered to serve.

A discussion ensued regarding the campus community and Facilities and Operations (F&O) employees’ relative lack of participation. One reason was a lack of computers/computer access to see campus event announcements. In addition, the nature of F&O jobs (tasks which are regimented and time sensitive) precludes participation in many campus events. The question was posed as to what the SAC might do to enhance participation and it was suggested that posting announcements physically on the F&O departmental bulletin board might allow more staff to see what is going on. Additional discussions focused on what aspects of employment SAC might advocate changing in order to enhance the work experiences of F&O staff.

Ann discussed the SAC committee service web nomination form and committee list and how we might want it worded and how we want it to work. It was noted by someone that the 2014-2015 Faculty handbook does not include the changes in wording that defines non-exempt staff eligibility to serve on several committees. It was noted that these changes are to appear in the 2015-2016 handbook. [Butch agreed to serve on the Committee and his membership was approved.]

The meeting adjourned at 11:05 am.
Respectfully submitted, Michael Lear, Secretary