Staff Advisory Committee
Meeting Summary
June 18, 2014

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

The meeting began at 10:10 am. Mary Sotomayor and Jamie Kiebler attended as potential new members of the Committee. Mary Sakellaris took the meeting minutes for the first ten minutes until the arrival of Mike. With motions from Carol and Kim, the minutes of the May 21st SAC meeting were approved with Ann’s suggested corrections.

The first order of business was to determine what topics of non-exempt staff concern the Committee wanted to bring to the attention of Human Resources Director Laura Fiore (in an August 26th meeting with Debra and Mary) for her to address at the September 17th non-exempt general meeting. One item regarded the evaluation process and what the “rubric” may be for evaluating staff. Members of the Committee commented that the self-evaluation form did not follow the format of the final evaluation form and that it was not realistic. The form does not provide any accommodation for doing work not in the job description and, as a result, staff employees are not getting credit for this extra work while being evaluated according to a narrower job description. The Committee thought that the form is ambiguous and could not see what is the purpose or point of the self-evaluation form. Clarification is needed from Human Resources with instructions on how these forms are to be completed and how they are being judged. As an extension of this discussion it was felt that the Bell and Tower electronic newsletter in the Inside F&M portal may not be the best mode of communicating with staff and that important items might be communicated more directly.

Continuing on the topic of the evaluation process, it was felt that the evaluation of department coordinators is especially arbitrary since the faculty handbook does not even mention coordinators, their role, and the role of faculty in evaluating department coordinators. A discussion followed about informing supervisors and copying department coordinators so that they will know when things like this are due. Several members questioned the idea of department coordinators and non-exempt staff being expected to prompt lax or absent supervisors to meet deadlines. It was also suggested that the Provost office might provide training to supervisors (especially department chairs).

Moving on to other business, the Committee discussed the issue of non-exempt staff eligibility and interest in serving on campus committees and the possibility of creating an online interest form (like that sent to students) to identify potential candidates for committees. The following items were suggested for inclusion on the form: 1. years of service 2. full-time or part-time 3. position title 4. experience/skills 5. past committee service 6. how often the committee meets 7. description of the committee and responsibilities. Kim suggested using a Google form that could be electronically sent to
the SAC officers. Others suggested that the form goes to the appropriate Committee chair so that the SAC is not caught in the middle. Someone asked if there was an already existing form for Provost office committees.

In concluding business, Carol was reappointed for another one-year extension of her term and Jamie Kiebler accepted a three-year appointment. Mary Sotomayor had to leave early and it has not yet been determined if she will join.

The meeting adjourned at 11:04 am.

Respectfully submitted,
Michael Lear, Secretary