Staff Advisory Committee (SAC)
Minutes
10:30 a.m., Tuesday, September 29, 2009
Dawsey Room, Singleton Bldg.

Committee Members

Present: Araleigh Beam, Nancy Burton, Lori Cox, Denny French, Debbie Hamm, David Klauder, Holly Legg, Trenny Neff, Travis Overton, Kevin Perry and David Spain

Absent: Cookie Elston, Regina Lee, Geoff Parsons and Barbara Scott

Travis Overton presided over the meeting. Regina Lee was absent.

Approval of Minutes
The September 15, 2009 minutes were submitted for approval, with the change of Pat West’s attendance at the October 13, 2009 meeting being tentative. Trenny Neff made a motion to approve the minutes; Kevin Perry seconded.

Old Business
Webpage Update
A Committee member reported on the progress of accessing the Suggestion Box on the Staff Advisory Committee’s (SAC) Web page. The procedure would be as follows:
1. Access through the Human Resource portion, click on the link taking you to the SAC Web page.
2. Click on the Staff Suggestion link.
3. After completion of the form and forwarding, an email to all SAC members will be sent advising them of a suggestion on the site.
4. The suggestion is then dumped into a database for extraction.
The Web page will contain the SAC’s mission statement, purpose and the suggestion form. A copy of the Web page was passed around for the members review. All members agreed with this proposal and will await the Chair’s approval.

Pet Policy for Residence Life
A Committee member researched and reported the policy/contract for a full-time staff employee living on campus allows an animal with regulations. This policy/contract is approved by the Director of Residence Life.

Debit/Credit Cards at the Post Office
A Committee member reported her findings. The Post Office is not allowed to accept the cards because they are a contract station. They do accept checks. A question was asked as to whether or not they accept CINO Cash. This will be researched and discussed at the next meeting.

Lighting at Foundation Center and Band Buildings
Suggestion was given to Dr. DeCenzo; awaiting his response.

Equipment Training
Suggestion was given to Dr. DeCenzo; awaiting his response.
**Parking for Fire Marshall’s Emergency Vehicles**
Suggestion was given to Dr. DeCenzo; awaiting his response.

**Faculty/Staff Newsletter**
The Newsletter has been approved and is in development. They are currently working with the programmers. A Committee member reported she is waiting a response as to the number of employees who would need printed copies. It is the Committee’s intent to make paper copies available to these employees. Travis Overton will confer with the Chair on this issue.

**New Business**

**Suggestion Box Comments**
There were no suggestions from the west side campus. The east side reporter was not present. Questions were asked if there were cards made available at the locations and do the boxes have a statement on them advising of access to our Web page to submit a suggestion. Kevin Perry advised the cards and the Mission statement are on the boxes. He will prepare a draft for the Committee’s approval.

**Web Page Suggestions**
None to report at this time.

**Additional Discussion Items**
The floor was opened to any new items the members would like addressed.

**Fire Drills**
A Committee member reported the Fire Marshal, Steve Kelsey, announced fire drills will be done in the Administrative Buildings on days students are not present. The most likely times for drills are October 16, before Thanksgiving and Christmas breaks.

**Supervisors’ Evaluations**
One of the Committee members reported about his attendance in Student Affairs whereby supervisors’ evaluations were discussed and copies of in-house evaluation forms were passed around. Another member advised of in-house evaluations being done in his department. A member advised the Executive Director of Human Resources and Organizational Development researched colleges to ascertain if supervisor’s evaluations by staff were done and found that only one out of the colleges consulted did evaluations.

After much discussion, the following was revealed:
1. There is no written policy or form.
2. Without a policy a liability issue might arise.
3. Would the results be filed in the supervisor’s file?
4. How would this interact with the EPMS evaluation? Are EMPS state mandated?
5. How will comments from a discontented staff person be handled?
6. Could an in-house evaluation be done if supervisor is using for his personal growth only?
7. How will compliment versus a complaint be weighed?

Lori Cox, Benefits Manager, requested copies of the in-house forms discussed be emailed to her to ascertain what questions are being asked and to determine liability from a Human Resource perspective.

Included with the supervisor evaluation discussions the evaluation of an employee by his/her supervisor ensued.
The following was discovered:
1. Many employees do not know if they are performing their job correctly until their 1 year evaluation when they are asked to sign the form.
2. Many supervisors are not aware they should:
   • verbally review an employee’s assigned duties with him/her
   • after a couple of months give the employee feedback on their performance
   • inform the employee of their expectations of him/her in the future
3. Make available the planning stages in quarterly meetings with employees
4. Supervisors need to know how to use the EPMS tool, since the state can assign an increase depending on the contents
5. Develop a training session for all supervisors on how to evaluate an employee.

Equipment Training
Travis Overton spoke on the Chair’s discussion with Sandy Williams, Director of Facilities Planning & Management on safety training in her department. A training listing was read and several additional trainings are being scheduled by the department. However, the Committee needs to know the time lengths of these types of trainings. This will be looked into.

Announcements
The next SAC meeting will be held in Room 205 in the Kearns Building. Pat West, Executive Director of Human Resource and Organizational Development is tentatively attending to discuss supervisor evaluation.

Recap
• Web page access/set-up for suggestion box – Regina Lee and Denny French
• Statement of Web page access for placement on suggestion boxes – Kevin Perry
• CINO Cash at campus Post Office – Holly Legg
• In-house supervisor evaluation forms emailed to Lori Cox – Travis Overton and Kevin Perry

Next Meeting:
The next SAC meeting is scheduled for Tuesday, October 13, 2009, at 10:30 a.m. in Kearns Hall, Room 205.

The meeting was adjourned at 11:50 a.m.