Staff Advisory Committee
Minutes
Tuesday, September 14, 2010 @ 10:30AM
Edwards Building, Room 164

Members Present: Tim McCormick (Chair), Lori Cox, Debbie Hamm, Jenna Jazwinski, Carolyn Hickman-Williams, Holly Legg, Trenny Neff, Travis Overton, and Kevin Perry

Members Absent: Denny French, Poppy Hepp, Ronnie Jordan, David Klauder (liaison in absentia), Regis Minerd, and Barbara Scott

Special Topic
Marissa Mitzner addressed the team regarding sustainability initiatives. Her office now falls under Facilities, not Student Affairs. The goal is to continue the initiatives currently in place (such as the recycling and the use of bicycles on campus), and grow them. Recycling of batteries and ink cartridges continues with a once a week pickup. Dorms are already involved with recycling of newspapers, paper, glass/plastic/aluminum, and University Place is following as bins are purchased and put in place. Sustainability initiatives have been in place at CCU since October 2005 when Dan Abel got things started. Marissa started with the program in 2006 as an undergraduate student. Additional initiatives being explored by the university are the American College and University Presidents’ Climate Commitment, and the Greenhouse Gas Inventory to explore our carbon footprint. It was noted that when planning special events on campus, the work orders submitted to Facilities will include an option for recycling so as to include recycling of aluminum cans and pizza boxes, etc.  T. McCormick asked Marissa if she would keep in mind a staff suggestion for an easier-to-handle recycling bin, so that when she talks with vendors and contractors we can search for substitute bins.

Approval of Minutes
A motion to approve the August 31, 2010 minutes was made by T. Overton and seconded by L. Cox.

Old Business
Communication on Committee’s Existence & Activities Postcards Update
T. McCormick will check with R. Minerd about the September postcard distribution.

Dr. DeCenzo’s Letter on the SAC Web site
T. McCormick and D. French will confer with Ann Monk in order to comply with the President’s request that SAC minutes be accessed from the President’s web page, available for public view as per FOIA, as are Faculty Senate minutes, while reassuring staff that all comments and suggestions submitted are confidential. Ann Monk has prepared a new letter for SAC which will be added to the web site.

Reconfigure Recycle Bins
T. McCormick spoke to the suggestor who wanted recycle bins which were less cumbersome/easier to handle when full. As no alternatives have yet been found, he urged this staff member to impress upon supervisor the need for assistance with the bins when they are too much for one person to handle. T. McCormick also spoke to the Sustainability Coordinator to request that she express a need for more easily moveable bins whenever she has the opportunity.

Availability of Suggestions Submitted via Suggestion Cards
T. Overton believes that the suggestor who had submitted an anonymous suggestion in the past and never learned of its disposition who wanted to be able to read all suggestions ever submitted to SAC, may resubmit an anonymous suggestion sometime in the future.
Java City Hours during Summer
K. Perry contacted Aramark about the anonymous suggestion to have Java City remain open during the summer. He was told that Java City was open until 12PM or 12:30PM during the past summer, as much as current Aramark staff could handle during that period.

New Business
Web Page Comments
A staff member asked if the SAC would be willing to help identify technology training needs for staff. T. McCormick will invite the suggestor to meet with the Committee to determine exactly what the suggestor had in mind.

Suggestion Boxes
D. Klauder reported that there were no suggestions from the Atlantic Center suggestion boxes.

K. Perry reports that there was an anonymous student suggestion to have hand sanitizer available in the Wall Building. T. Overton reported that during the time of H1N1 flu possibility, Will Garland and Student Services put some dispensers in place on campus. This student suggestion will be referred to the Director of Environmental Health and Safety.

Another anonymous suggestion picked up by K. Perry was to have a sign made and posted to point to recycling locations to let others know—specifically in the Wall building. The suggestion will be referred to the Sustainability Coordinator.

Additional Discussion Items
Format of Minutes for Public View
T. Neff has obtained a sample of public meeting minutes from Martha Hunn and shared it via email with Committee members. The SAC note taker will file this with the minutes for future reference and general review.

President’s Traveling Schedule
With the President spending more time away from the university, T. McCormick will check to see how that affects SAC.

Change to Those Listed as Relatives as Pertains to Bereavement
A staff member approached H. Legg to see if “immediate family” could be changed to include nieces and nephews as far as death in the family. L. Cox explained that those policies and definitions are prescribed by the state so there would be no change.

Employee Performance Management System (EPMS)
T. McCormick was curious about from where the change to EPMS from four rating options to three came. L. Cox will check with Scott Stiller in HR for that answer.

Employee Leave
Discussion regarding use of leave prompted these highlights: Only 30 days of annual leave may be used per year. Ten days of sick leave may be used for the care of family members. These items can be found in the HR policies, and are expected to be contained in the general policies in the future.

Recap
- September postcard distribution – R. Minerd
- Post new letter from President on SAC web page; add minutes for public view per FOIA, linked to President’s web page – D. French
- Suggestion to have signs to indicate recycling location – K. Perry
- President’s time away from campus – T. McCormick
• Employee Performance Management System changes – L. Cox

Next Meeting
The next SAC meeting will be held on Tuesday, September 28, 2010, at 10:30AM in EHFA 164.

The meeting adjourned at 11:23AM.