Staff Advisory Committee
Minutes
Tuesday, October 12, 2010 @ 10:30AM
Edwards Building, Room 164

Members Present: Tim McCormick (Chair), Debbie Hamm, Poppy Hepp, Holly Legg, Trenny Neff, Travis Overton, and Kevin Perry

Members Absent: Lori Cox, Denny French, Carolyn Hickman-Williams, Ronnie Jordan, Jenna Jazwinski, David Klauder (liaison in absentia), Regis Minerd, and Barbara Scott

Approval of Minutes
A motion to approve the September 28, 2010 minutes was made by T. Overton and seconded by H. Legg.

Old Business
Communication on Committee’s Existence & Activities Postcards Update
In R. Minerd’s absence, T. McCormick reported that the postcard which was scheduled to be distributed in September is almost ready to go.

Dr. DeCenzo’s Letter on the SAC Web site
T. McCormick and D. French met with Ann Monk about the President’s request that SAC minutes be accessed from the President’s web page. There will be a link to SAC from the President’s web site from which public information can be viewed. Confidentiality of those who submit suggestions will continue to be protected. The new letter describing Staff Advisory Committee mission signed by the President is in D. French’s hands for posting on the web site.

Signs to Designate Recycling Locations
K. Perry contacted Marissa Mitzner regarding a suggestion to have a sign made and posted to point to recycling locations to let others know (specifically in the Wall building).

Employee Performance Management System (EPMS) and Annual Assessment Plans
A reminder that annual EPMS assessments are due on October 31 was made. Annual assessment plans for 2010-2011 may be revised until November 1. These annual assessment plans include department goals and should be accessible to staff. These goals are tied to the strategic plan and the plan for the university as a whole.

Training Needs
After the last SAC meeting, it was noticed via university-wide emailings that the TEAL Center and Human Resources training have joined forces to host and post available trainings.

New Business
There were no new web page comments or suggestions.

Additional Discussion Items
Memorials for Faculty, Staff, and Students
A staff member asked D. Hamm if it would be possible to memorialize staff via a wall of plaques or something like that. T. Overton reported that there is a Memorial Garden on Prince Lawn. Because he was unsure whether the Garden was for faculty, staff, and students, he will look into the policy. P. Hepp reports that there is an annual Day of Remembrance on campus (April) wherein losses during the year are remembered.
Proposed Dates for SAC Meetings for Calendar Year 2011

Committee members agreed to skip the January 4, 2011 date and begin our meetings on January 11, and continue with every other week at the same time and same location (if available). D. Laudeman will make room reservations and post the meeting dates for public view.

Membership Rotation

It was noted that many of the current members fulfill their appointments on June 30, 2011: L. Cox, D. French, D. Hamm, D. Klauder, H. Legg, T. Neff, T. Overton, K. Perry, and Barbara Scott. Remaining members’ terms expire on June 30, 2012: P. Hepp, C. Hickman-Williams, J. Jazwinski, R. Jordan, T. McCormick, R. Minerd. In the past, the Chair has asked via email that SAC members suggest three nominees as replacements. A campus-wide canvas has also been done via email to find interested individuals. The recommendations are then given to the President to make his selection for appointment. This item will be put on the agenda for early March 2011.

Staff Advisory Committee Membership List on the Web Site

The list of SAC members on the SAC web site is shown in reverse alphabetical order by members’ first name. D. Laudeman will rearrange the listing into a more professional appearance and per Committee’s suggestion, add end-of-term dates as well, and ask D. French to post the revised list.

Recap

- September postcard distribution – R. Minerd, L. Cox
- Post new letter from President on SAC web page; add minutes for public view per FOIA, linked to President’s web page – D. French
- Memorials for staff – T. Overton
- SAC meeting dates for 2011 – D. Laudeman
- Rearrange SAC membership list and include term expiration for web site – D. Laudeman

Next Meeting

The next SAC meeting will be held on Tuesday, October 26, 2010, at 10:30AM in EHFA 164.

Adjournment

The meeting adjourned at 11:20AM.