Staff Advisory Committee
Minutes
Tuesday, May 3, 2011 @ 10:30AM
Dawsey Conference Room (Singleton Building Room 112)

Members Present: Lori Cox, Denny French, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Ronnie Jordan, Holly Legg, Trenny Neff, Travis Overton (Acting Chair), Kevin Perry, and Barbara Scott

Members Absent: Jenna Jazwinski, David Klauder, Tim McCormick (Chair), and Regis Minerd

Approval of Minutes
A motion to accept the April 19, 2011 minutes was made by H. Legg, seconded by C. Hickman-Williams, and approved by the members as amended.

Old Business
Web Site Inclusion of SAC Accomplishments
D. French continues to review SAC historical documents in order to outline SAC accomplishments on web site. SAC members are asked to help in this endeavor by providing input after reviewing own files.

Topics for Article(s) in the Atheneum Newsletter
Topics will be garnered from the list of SAC accomplishments which we will have published on the SAC website.

Consolidation of Staff Incentives, Discounts, Freebies
D. French hasn’t yet heard back from Scott Stiller in HR about the list of staff incentives, discounts, etc., to be linked from the SAC web site.

Nominations for SAC Member Replacements
A list of nine nominees for SAC member replacements from the SAC has been compiled by D. Laudeman, with a deadline for nominations on May 6. HR has already begun asking for nominations from the Vice Presidents for the nine SAC vacancies anticipated at the end of June. A list of previous members was found in the SAC archives which T. Overton will send to members via email.

Staff Survey
SAC members drafted survey questions which H. Legg will put into format for Committee review at next meeting. Survey items included:
- Are you aware that there is a Staff Advisory Committee on campus?
- Did you know that the Staff Advisory Committee has been involved with: salary compression study, sidewalks, Employee Appreciation Day (formerly University-Wide Staff Recognition); religious holiday accommodation; recycle bins; fire drill?
- Are you familiar with the avenues to make suggestions to the Staff Advisory Committee?
- Based on your work location, where is the most convenient location for placement of suggestion boxes? (List current locations.) If none of those listed locations are convenient, write in a proposed location.
- How often do you visit the Staff Advisory Committee website (daily, weekly, monthly, never)?
- On what would you like to see the Staff Advisory Committee focus on behalf of staff?

A chance at a reward of a $50 gas card (gift card) was suggested as an incentive for completing the survey.
**Representation at Benefits Fair and/or similar activity(ies)**
When members represent the SAC at various university gatherings such as the benefits fair, Chauncey’s Christmas, and staff award presentations, some type of banner or placard identifying the Staff Advisory Committee is needed. T. Neff will work on a draft of banner and get a price estimate.

**Elevator Usage**
K. Perry turned over a suggestion to Jennie Cassidy and Sandy Williams that asked that only the disabled use the university elevators (by virtue of a key issued to designated individuals) so that elevators will not break down as often as they have in the recent past.

**Guidelines for Membership on SAC**
Committee felt that membership guideline questions should be brought to the President by T. McCormick: Are there guidelines already set for SAC membership? Is there a length of service requirement? Is re-appointment a possibility or is appointment limited to a specified period? If appointment is limited, what is that limit? Are former members eligible to serve again? Is there a method for removal/replacement of SAC members who are not active in their participation?

**Announcement of new Diversity Officer**
T. Overton has emailed Pat West in HR to see if we have missed the announcement naming the university’s Diversity Officer.

**General Orientation for New Staff**
HR already has in the works an on-line general orientation for new staff. Since this medium will not include an overview of Datatel, WebAdvisor (as relates to time entry), CINO card (that staff can put funds on to use around campus), directory, Facilities, budget, gym availability for staff usage, peer/aspirant institutions, campus tour, it was suggested that coordination be attempted with Admissions (for tours) and the TEAL Center (for computer related items) and that the orientation be modeled after the mandatory faculty orientation.

**Procedure to Report Death of Staff Member or Family Member of Staff**
K. Perry will inquire about whether procedure to report death of staff member or family member of staff has been disseminated to staff by contacting Pat West and Martha Hunn.

**New Business**

* **Suggestion Boxes**
There were no suggestions found in the suggestions boxes.

* **Web Page Comment(s)**
There was a suggestion to post the name and location of the person(s) from whom bicycle rentals can be had across campus. It seems there may be two separate bike programs. P. Hepp will try to get clarification from Haven Hart after an upcoming meeting on this subject.

**Recap**
- Web site inclusion of what SAC is doing/has done for staff – D. French
- Topics for Atheneum newsletter relative to SAC accomplishments – Committee to D. French
- Nominations for SAC member replacements – Committee to D. Laudeman by May 6
- Email list of those staff who have previously served on the SAC – T. Overton to Committee
- Draft of survey – H. Legg
- $50 gift card (gas card) to use as incentive for staff to complete survey
- Banner indicating SAC for use at staff events on campus – T. Neff
• Guidelines for membership on Staff Advisory Committee – T. McCormick to President
• Announcement of Diversity Officer – T. Overton to Pat West
• Proposal of general orientation for all New Staff
• Bicycle rental – P. Hepp
• Procedure to report death of staff member or family member of staff – K. Perry to Pat West, Martha Hunn

Next Meeting
The next SAC meeting will be held on Tuesday, May 17, 2011, at 10:30AM in Dawsey Conference Room, SNGL 112.

Adjournment
The meeting adjourned at 11:43AM.