Staff Advisory Committee
Minutes
Tuesday, May 31, 2011 @ 10:30AM
Dawsey Conference Room (Singleton Building Room 112)

Members Present: Tim McCormick (Chair), Lori Cox, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Trenny Neff, Travis Overton, Kevin Perry, and Barbara Scott

Members Absent: Denny French, Jenna Jazwinski, Ronnie Jordan, David Klauder, Holly Legg, and Regis Minerdl

Approval of Minutes
A motion to accept the May 17, 2011 minutes was made by T. Overton, seconded by L. Cox. The minutes were approved by the members, as amended.

Old Business

SAC Member Replacements
T. McCormick reported that Dr. DeCenzo and Pat West in HR are reviewing the nominations for nine Staff Advisory Committee replacements, for a term beginning July 1.

Incentive for Completing Staff Survey
Dr. DeCenzo and Pat West in HR are considering SAC’s proposal of a $50 gas card (gift card) as an incentive for completing the upcoming SAC survey.

Banner for SAC Presence at Staff Events
T. Neff had Facilities come up with a banner to display across the front of a table or on a wall. Ron Walker provided several choices for this 6 foot vinyl banner (table height) with grommets. SAC agreed that the teal and black version was the preferred. The cost is $48 plus $28 for labor. T. Neff will find out how the banner attaches to the table. Are we able to have this paid for?

Guidelines for Membership on SAC
T. McCormick reported that Pat West in HR, will get back to SAC regarding establishing guidelines for SAC membership: 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?

General Orientation for New Staff
HR already has in the works an on-line orientation for new staff to cover benefits. 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. T. Overton and will contact Jennifer Shinaberger to assess interest of the TEAL Center in possibly providing training in WebAdvisor, directory information, electronic media, accessing email, etc. It was suggested that we add another survey questions to determine what training staff wished they would have gotten as a new employee.

Dissemination of Procedure to Report Death of Staff Member or Family Member of Staff
Martha Hunn told K. Perry that the administration is in the process of coming up with a university policy, likely to be conveyed via the Atheneum newsletter.

Pay Increase with Proper Justification
In a suggestion submitted at the Foundation Center, an anonymous suggestor reported that President DeCenzo said an individual pay increase could be possible with proper justification, but the suggestor has been told that this is not the case. An HR representative confirms that Dr. DeCenzo was asked and he did confirm that pay increases based on appropriate supervisory justification could be requested.

**New Business**

*Title 9 Coordinator*

A Department of Education “Dear Colleague” letter mandates that institutions must name a Title 9 Coordinator in order to be in compliance, to handle sexual discrimination: harassment, assault. This individual would be the coordinator to investigate, implement proper remedy, and provide correct environment so that same situation does not happen again. The Coordinator would work with Public Safety and the Office of Student Conduct and be responsible for campus-wide staff as well as students. It is likely that these duties would be a portion of an individual’s position. The position would not be housed in discipline, University Counsel, or Student Affairs.

**Suggestion Boxes**

A staff member who used the suggestion box in the Singleton Building asked if there was a program by which staff can be rewarded for coming up with efficiencies and/or cost savings for the university. SAC members wondered if there is a way to publicly post suggestions and results of their review? Is it possible to have an incentive, such as a drawing for a gift certificate, for those who have submitted suggestions? How would a suggestor be assured that his ideas are reviewed and considered? T. McCormick will take this to President DeCenzo.

Three individuals put strong feelings onto suggestion cards about the National Memorial Day holiday not being observed by having CCU closed on Memorial Day. It was pointed out that the State has the option as to when a holiday is observed. Currently, Presidents’ Day, Confederate Memorial Day, National Memorial Day, and Veteran’s Day are observed as days off during the break between Christmas and New Year’s. T. McCormick will ask of Pat West in HR and President DeCenzo whether the university should be closed for this holiday.

**Web Page Comment(s)**

A suggestor reported that university forms are not able to be saved to the computer for filing and for future changes. K. Perry will refer this suggestion to ITS.

**Recap**

- SAC member replacements
- $50 gift card (gas card) to use as incentive for staff to complete survey
- SAC banner
- Guidelines for membership on Staff Advisory Committee
- Orientation for all new staff
- Pay increase with proper justification
- Policy for reporting death of staff member or staff family member
- Mandate for naming Title 9 Coordinator
- Incentive for employees to propose cost savings/implement efficiencies
- Observance of holiday(s)
- Suggestion to be able to save/change contents of completed forms to the computer

**Next Meeting**

The next SAC meeting will be held on Tuesday, June 14, 2011, at 10:30AM in Dawsey Conference Room, SNGL 112.

**Adjournment**

The meeting adjourned at 11:45AM.