Staff Advisory Committee
Minutes
Tuesday, July 26, 2011 @ 10:30AM
Dawsey Conference Room (SNGL 112)

Members Present: Tim McCormick (Chair), Jackie Andrews, Jillian Ernest, Jesse Gaither, Poppy Hepp, Carolyn Hickman-Williams, Paula Holt, Meg Hurt, Jenna Jazwinski, Harriette Louis, Regis Minerd, Vicky Rabon, Brian Rothenberger, Rodney Sessions, and Frankie Weeks.

Members Absent: Jody Davis and Ronnie Jordan.

Approval of Minutes
A motion to accept the July 12, 2011 minutes was made by R. Sessions and seconded by M. Hurt. The minutes were approved by the members.

Old Business

Web Site Inclusion of SAC Accomplishments
Jesse Gaither from ITS has been appointed to serve on SAC and will responsible for updating SAC information on our web page. The list of SAC accomplishments has been posted. The revised list of meeting dates for the remainder of the calendar year has also been added to the site.

Topics for Atheneum Newsletter
At previous SAC meetings, it was decided to get some press regarding SAC in the Atheneum newsletter. The plan was to use the web site’s list of accomplishments as source from which to suggest articles to be published. D. Laudeman will retrieve the list of accomplishments from the web site and provide it to SAC members so that we can begin to provide topics to Mona Prufer to be included in the Atheneum newsletter on a space-available basis.

Guidelines for Membership on SAC
M. Hurt has begun web research to determine what other institutions are doing as far as SAC member term limits, frequency of reappointment, how a member who is inactive is removed, how chair is appointed/selected, succession plan for chair, etc. J. Andrews will work with M. Hurt on this research. Based on what we learn, SAC can then suggest to HR and the President our recommendations for change to our own membership guidelines.

SAC Survey of Staff
F. Weeks provided the staff survey to P. Hepp who disseminated it via email on July 19 with a due date of August 2. P. Holt provided paper copies as an option for those staff who normally do not work at a computer. P. Hepp will send a reminder via an email that August 2 is the last day to complete the survey and have a chance to win the $50 gift card. F. Weeks reported that 32% of staff (261 individuals) have already completed the survey, an exceptional response!

Incentive for Completing Staff Survey
T. McCormick will obtain the $50 gift card incentive for completing the upcoming SAC survey to have it ready to be awarded when the survey concludes on August 2. An electronic generator will be used to make a random selection of the winner of the gift card. SAC members will be excluded from those who are eligible to win.

Banner for SAC Presence at Staff Events
R. Minerd reported that T. has submitted the work order to fabricate the SAC banner.

Postcard Draft
R. Minerd provided a sample copy of four draft postcards to be used to promote visibility of the Staff Advisory Committee, distributed via interschool mail. Two of the samples had been used in the past year; remaining titles included: ATTN: STAFF and HELP WANTED. SAC members are asked to email R. Minerd with suggestions of catchy phrases which could be used to grab staff attention toward SAC.
Updated, Reprinted Suggestion Cards for SAC
R. Minerd had 100 copies of revised SAC suggestion card printed with which he will change out the old suggestion cards at the suggestion box locations.

Compilation of Suggestions to SAC
From his predecessor, R. Sessions was given the list of suggestions from the beginning of SAC until the present. R. Sessions is willing to continue the on-going process of updating the list.

Announce New SAC Members to the CCU Community
J. Jazwinski is drafting an email for SAC review which will be used to inform staff of the new SAC membership. Previous correspondence of this nature went to all staff, announcing the former members as well as introducing the newly appointed ones, and it listed some of the concerns which were submitted by staff and reviewed by SAC. J. Jazwinski asked that R. Sessions provide her with the comprehensive list of suggestions to SAC since its inception which she can use to help draft the announcement of SAC membership.

Tobacco Policy
R. Sessions read highlights of state policy (Clean Indoor Air Act) which are less restrictive than CCU’s policy (HREO-124). C. Williams-Hickman brought the suggestion of tobacco-free workplace to Pat West in HR. Pat reported that locations for smoking on campus are established as the gazebos; Public Safety enforces the policy. Pat brought the tobacco-free suggestion to Tim Meacham and Eddie Dyer who informed her that a change in CCU policy would require student input/participation.

Vending Machines
T. McCormick was informed by Dean Hudson in Purchasing that the vending machine contract has recently changed. The vendor was reminded to stock the machines in the summer and the suggestion to add new varieties of snacks was made to the vendor.

Observance of Holidays at CCU
T. McCormick learned from Pat West that Memorial Day 2012 will be observed as a holiday on the date. It is not known how the holiday schedule will follow in later years.

New Business
New Suggestions
A suggestion was received inquiring about the criteria for incentive awards for staff in pay bands 5 and above, indicating that President DeCenzo’s open forum did not specify how the awards would be distributed. T. McCormick will ask of Eddie Dyer what the rationale is and suggest that perhaps staff could be informed of the rationale via email.

Thank You for 3% Pay Increase
F. Weeks will draft a note to President DeCenzo expressing SAC appreciation for recognizing staff by way of the 3% pay increase announced in his July 22 email.

Next Meeting
The next SAC meeting will be held on Tuesday, August 16, 2011, at 10:30AM in SNGL 112.

Adjournment
The meeting adjourned at 11:10AM.