
Members Absent: Jenna Jazwinski and Regis Minerd.

Open Forum
Ann Monk, Kay Keels, and Tim Meacham addressed the Committee regarding Title IX. Title IX prohibits discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex, or veteran’s status, including sexual harassment, in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities. Kay Keels has been appointed as the compliance officer for CCU. The university is responsible for implementing a comprehensive polity as to what we do, disseminating and posting the policy by July 1. Concern is about under reporting and/or not knowing what is to be reported. The policy will address this. A network is in place at CCU so that the Title IX Coordinator, Public Safety, and Health Services will be able to respond to reports of discrimination/sexual harassment. Permission was asked of the SAC as to whether Title IX link could be added to the SAC web site (in addition to other CCU website locations as well).

Faculty/Staff Football Tailgate Party complete with Use of Indoor Pool and Outdoor Deck
Director of Campus Recreation, Jody Davis, proposed to the SAC a football tailgate on the pool deck, complete with use of the indoor pool, food (no alcohol permitted). Lifeguards would be provided from 3-5:30PM and swimming would conclude at that time in preparation for the football game. Capacity is 100 adults in addition to the children. Parents must remain with the children. Campus Recreation would pay for the lifeguards and take the initial registration. Volunteers from SAC would be necessary to check in guests and apply wrist bands. Two dates are available: October 8 or 22 (Homecoming). Price has yet to be determined but will be calculated with and without the price of a football ticket. SAC’s function would be to promote while Campus Recreation takes care of the details. A suggestion was made that promotion via Faculty Senate might prove helpful.

Approval of Minutes
A motion to accept the July 26, 2011 minutes was made by R. Sessions and seconded by C. Hickman-Williams. The minutes were approved by the members.

Old Business
Topics for Atheneum Newsletter
Discussion of topics for the Atheneum Newsletter was tabled. It is expected that the list of accomplishments from the SAC web site will be used provide topics to Mona Prufer to be included in the Atheneum newsletter on a space-available basis, making SAC more visible to staff.

Guidelines for Membership on SAC
Due to the impending opening of the semester, further 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. has been delayed until the September meeting.

SAC Survey of Staff
An exceptional response to the SAC survey was obtained (340 participants)! Input from faculty was not discounted in survey results as the comments contained valuable insight. Discussion of survey results will occur after members have ample opportunity to review and make some observations.
Incentive for Completing Staff Survey
Karen Fuss was the randomly selected winner of the $50 gift card incentive for completing the SAC survey. P. Hepp will announce the winner to the staff via email.

Suggestion Box
Based on survey results, members agreed that the unhung suggestion box should return to its original location in the Student Center. M. Hurt has the box and will check with K. Perry as to the whereabouts of the box and his recollection of where the box was displayed previously. D. Laudeman will prepare the work order to have the box rehung when this information is obtained and the budget codes are relayed by T. McCormick.

Banner for SAC Presence at Staff Events
The SAC banner has been fabricated. The method of attachment to surfaces is by gum tape. Inasmuch as the banner is heavy and the tape is sparse, R. Jordan will look into having grommets put on the banner to make it easier to hang and more secure once it is placed. The banner is being kept by T. McCormick.

Postcard Draft
R. Minerd provided a sample copy of postcards using member suggestions of catchy phrases. The phrase winner was “SAC It To Me!” Runners up were “SAC Needs You” and “We Can Help.” T. McCormick will let R. Minerd know of the choice so that the postcard can be printed and distributed during the early part of September 2011. These postcards will be used to promote visibility of the Staff Advisory Committee, distributed via interschool mail by HR.

Announce New SAC Members to the CCU Community
On August 1, J. Jazwinski prepared and distributed the email informing all staff of the new SAC membership.

Incentive Awards for Pay Bands 5 and Above
Regarding the suggestion received inquiring about the criteria for incentive awards for staff in pay bands 5 and above, T. McCormick learned from Eddie Dyer that Managers and Vice Presidents were informed that there were limited funds to be used for these incentive awards and the criteria would be for above and beyond. Questions about these incentive bonuses should be directed from the employee to his supervisor as they were the ones who made the selection as to who should receive the award.

Thank You for 3% Pay Increase
F. Weeks prepared a thank you to President DeCenzo expressing SAC appreciation for recognizing staff by awarding the 3% pay increase announced in his July 22 email. The thank you letter was sent on August 2.

New Business
New Suggestions
An anonymous complaint was relayed regarding time approval. A supervisor was cited for not approving employees’ time with a harsh citation that disciplinary action may be taken. Supervisor felt belittled by the wording of the correspondence from Human Resources. M. Hurt will discuss this with P. West to see if the language can be softened and what the disciplinary action might be.

Two suggestions regarding proposed parking arrangements were received. One was for faculty/staff in the Wall and the Science buildings. The second requested reserving parking on the west side of Kingston Hall for faculty/staff. T. McCormick will bring these staff concerns to the attention of the administration.

A suggestion requested that fax numbers be made public on the university website as are phone numbers of faculty and staff, and academic units. This prompted discussion that the general directory is in need of update. J. Andrews will contact Belinda Pope in HR.

Title IX
The SAC members agreed that the inclusion of the Title IX link on the SAC website is appropriate.
Faculty/Staff Football Tailgate Party complete with Use of Indoor Pool and Outdoor Deck
SAC members feel that this activity is one we would like to support and will await details regarding price. October 8 is the preferred date inasmuch as the other is Homecoming. J. Davis will bring pricing information to next meeting.

Next Meeting
The next SAC meeting will be held on Tuesday, September 6, 2011, at 10:30AM in SNGL 112.

Adjournment
The meeting adjourned at 11:31AM.