Staff Advisory Committee
Minutes
Tuesday, September 27, 2011 @ 10:30AM
Lib Jackson Student Center Room 207


Members Absent: Jody Davis, Paula Holt, Jenna Jazwinski, and Brian Rothenberger.

Approval of Minutes
A motion to accept the September 6, 2011 minutes was made by C. Hickman-Williams and seconded by M. Hurt. The minutes were approved by the membership.

Old Business
Guidelines for Membership on SAC
J. Andrews and M. Hurt reported on their web research regarding what other institutions do as far member term on the SAC. Members are generally appointed to serve a two-year term. A recommendation was made to nominate a Chair-Elect by December 2011 (for the approval of HR and President DeCenzo), who would then learn the ropes until the current Chair’s appointment expires on June 30, 2012, at which time the Chair-Elect would become the Chair. Since the Chair-Elect would most likely come from the current membership whose term expires on June 30, 2013, the process of nominating subsequent Chair-Elect would need to occur as soon as the new members have come on board on July 1, 2012 so that he could receive hands-on training during the remaining term of the new Chair (who was nominated as Chair-Elect by December 2011 and installed as Chair on July 1, 2012, and whose term would expire on June 30, 2013). T. McCormick will take the SAC’s recommendation for a succession plan for the SAC Chair to HR and President DeCenzo, along with the suggestion to possibly increase SAC membership in order to assure that all staff areas are represented.

SAC Survey of Staff
T. McCormick had asked Anne Monk to summarize the recent SAC survey results for President DeCenzo’s review. T. McCormick will obtain a copy of the results.

Suggestion Box(es)
D. Laudeman will follow up on work order submitted on September 15, 2011, to have the suggestion box (which was originally housed in the Student Center prior to renovations a year ago) installed in the Dean’s reception area of the Humanities Building.

P. Holt informed T. McCormick that the cost to make an additional suggestion box is $75. SAC recommended the fabrication of an additional box to be placed in the Sands Building (to be able to serve the large Facilities Department population in that area). D. Laudeman will prepare the work order.

SAC Suggestion Forms
The recently revised suggestion form was distributed as follows in order to restock the suggestion boxes: D. Laudeman (for SNGL and WALL) and R. Sessions (for remaining 3 boxes). M. Hurt retained a supply in order to restock when needed as she retrieved submitted suggestions from the boxes. R. Minerd has the remainder.

SAC Postcard
R. Minerd reported that the SAC postcard to be used to promote visibility of the Staff Advisory Committee (SAC It To Me!) will be printed by September 27. C. Hickman-Williams will get the labels needed to disseminate the postcards via interschool mail.

Title IX Web Link
J. Gaither was able to obtain and post Title IX link to the SAC web site.
Reminder(s) for Supervisory Approval of Employee Time Entry
T. McCormick took the SAC recommendation to Pat West, HR, that time entry approval reminders be emailed to supervisors as is currently done, but also that a reminder email be sent the day prior and the actual day that approval is. She is checking whether this can be accomplished using an automated process as a manual process would not be feasible.

Fax Numbers in University Directory
J. Andrews reported that fax numbers are showing in a public area on the university web site. On the university home page, choose “Faculty & Staff.” Then choose either “Academic Department Listings” or “Administrative Department Listings” to find respective fax numbers.

Directory Updates
The suggestion that changes regarding changes to a department name had taken more than a year to finalize the name change within the numerous areas of the university (Datatel, SchoolDude, WebAdvisor budgeting, Student Workflow, On-line Directory, etc.) was referred by T. McCormick to Administration with the recommendation that perhaps a policy should be put in place to insure that all areas are covered. Administration will look into this.

New Business
New Suggestions
Safety Office personnel recently went to Facilities to borrow a ladder for a 15-minute job that Safety was performing. Staff was sent away without the ladder after being told they’d first need to submit a work order for use of the ladder. Twenty-four hours later, a worker from Facilities delivered the ladder. R. Sessions will speak to Facilities to find out why the procedure had to be drawn out so much as to delay the work being done by a full day.

It seems that the picnic tables on campus migrate during football season. A suggestion was made to have the available picnic tables on campus situated at various locations around campus so that staff might enjoy their use. In order to assure that the tables remain in their assigned areas, it may be necessary to secure them at that location. T. McCormick will check with Facilities.

A suggestion was made to have a less overwhelming process for issuing of student parking decals. First time freshmen are generally taken care of during summer orientations. But the remainder of students come to get the new year’s parking decal in mass, causing a workload jam in Public Safety and parking issues around the Atheneum. SAC members brainstormed to come up with these suggestions which might be taken to the Office of Student Affairs: offer a discount for early payment; register/pay before Spring semester ends while students are still on campus; on move-in days, use their mobile capability to process decal applications at heavily used areas such as University Place, the Bookstore, and/or the dining hall. J. Ernest will look into how other universities efficiently handle this high volume of students obtaining parking decals at the start of the Fall semester.

A suggestor asked for confirmation of immediate changes in parking at the WALL building due to construction. T. McCormick responded to the suggestor that the recent changes were for the Science building only.

A recommendation was made via suggestion to have Public Safety announce via email whenever there are events on campus which will affect faculty/staff parking. This policy is already in effect. Further, the university calendar of News and Events is a source of information regarding the use of various areas on campus.

Benefits Fair
Human Resources announced that they will hold a benefits fair on October 14, 2011, from 9AM until 1PM, in the large gym at Kimbel Arena, in conjunction with the open enrollment period. Inasmuch as SAC would like to be represented at this event, the following volunteers have agreed to staff the SAC table: T. McCormick and V. Rabon from 9-10AM; M. Hurt and H. Louis at 10-11AM; F. Weeks and R. Minerd at 11AM; and C. Hickman-Williams from noon until 1PM. R. Minerd will produce a SAC flyer which will state the function of the SAC so that we’ll have handouts at the event.
SAC Web Site
The list of accomplishments on the web site will be changed to read, “Topics Discussed” per Committee recommendation. J. Gaither will make the change so that the title is more fitting of the list.

University Defibrillators
A member reported that a defibrillator has been placed in the Singleton building where she works and it is assumed that they were placed elsewhere. However, no training was provided to the building occupants. It was recommended that the Office of Environmental Health and Safety send out a memo listing the locations of this life-saving equipment along with directions about how to get the appropriate training and/or locate someone in each building who is trained.

Note Taker Needed
Because the note taker for this Committee is retiring, recommendations for replacement are being sought from the membership.

Next Meeting
The next SAC meeting will be held on Tuesday, October 18, 2011, at 10:30AM in Dawsey Conference Room (SNGL 112).

Adjournment
The meeting adjourned at 11:30AM.