

Staff Advisory Council Meeting

Wednesday, May 2, 2012

In Attendance:

Mario Incorvaia (Academic Affairs), Chairman – Second Term
Susan Hacker (President's Office), Vice Chairman – Second Term
Michael Smoose (Business & Finance), Secretary – First Term
Sheryl Powell (Academic Affairs), Treasurer – Second Term
Megan Feasel (Student Affairs) – First Term
Carly Hallman (Advancement) – First Term
Jennifer Incorvaia (Business & Finance) – First Term
Rebecca Carroll (HR Rep)

Not In Attendance

Tracy Gregory (Business & Finance) – First Term

Mario Incorvaia called the meeting to order at 8:39 AM

Carly Hallman motioned to approve the April meeting minutes.

Sheryl Powell second

April minutes were unanimously approved with corrections

Old Business

Spring Assembly

Mario commented that there was a good turnout for the spring assembly. Staff Council is being heralded for using new technologies, such as Collaborate, to boost attendance with spring assembly and Lunch and Learns.

Elections

Susan sent the survey to Ben at ITS with the ballots for the elections. It should be ready to send out to the entire staff on Friday. The survey will close seven days after it is sent out. Susan will be out of town, but will check the results on May 14th. Rebecca will audit the results and the announcement of the new Staff Council members will be made that day.

Recycling Update

Mario reported that making Maroon Green Committee is up and running. The committee had their first event (Earth Day) and sent out their first survey. There were nearly 600 responses to the survey from faculty, staff and students. It is now a university wide committee, stemming from Staff Council's initiative.

Employee Emergency Assistance Fund

Rebecca emailed Mario on the next steps to get the Employee Emergency Assistance Fund moving forward. She has recommendations from the subcommittee, but there are a number of format changes that must be made in order to get the Fund approved by the President's Cabinet.

There needs to be a clear format on how the Policy and Procedures and FAQ will work as well as how the website will be formatted

Some of the goals of the Fund are:

Allow employees to who need financial assistance to apply for the fund.

The award amount will be between \$500-800.

Preference of awards will go towards to employees who salary is under a certain threshold and those who have the greatest need.

Rebecca spent some time looking into other schools around the state that have a similar fund that we can use as a model. Emory has a good system that address the goals we are looking to meet.

Some of the issues that need to be addressed to achieve the Fund's Goals:

Have to meet with Foundation staff to see how the account will be set up?

How much money needs to be in the fund before we start rewarding funds?

Jessica Weaver moved to give Rebecca and Human Resources the authority to format the subcommittee's documents in a format where they can be vetted by Lee Davis and presented to the staff council. The new documents will go to Staff Council for consideration before it goes to the President for her to sign off.

Megan Feasal second the motion.

Motion approved unanimously.

Rebecca will send the new documents out before a special meeting. Staff Council will review the documents at the special meeting and have them ready for approval at the next President's Cabinet meeting.

New Business

Google Mapping

Mario asked that if you are an officer, project leader or committee chair to save any documents in the Staff Council's Google documents. Any information will be helpful to the new committee chairs, project leaders, etc. that will be taking over next year. This will help them from having to start from scratch.

Wish List Proposal

In an effort to help out next year's council, the Council is looking into the potential to get end of the year, one-time money for various items. Looking for a list of items SC might need in order to run Collaborate with the lunch & Learns, fall assembly, spring assembly. First items on the wish list are laptop and external microphone. Mario asked SC for any items that we might like to have. Some things that we could use. JW mentioned stationary.

New Officer Elections

At the conclusion of the June meeting there will be elections for next year's chair. Chair of this year's council holds the elections for next year's chair.

Memorial Day

Some concerns were brought to Mario that faculty don't have to take time off or make up the hours for Memorial Day, even though the staff has to take vacation time or make up those hours that day. There are some perceptions that the policy is being unfairly applied to the various employees on campus.

Rebecca talked to Dr. Thompson, she explained that that during the summer months faculty need to teach a certain number of classes during the summer. Memorial Day and July 4th are taking into consideration when they factor the academic calendar.

Mario will contact the president's cabinet – through Dr. Heaton – to see if the PC will entertain the notion of a fourth option of allowing staff to work on Memorial Day. If the PC will entertain the idea, the SC will send a survey to the staff to see if there is an interest in working on Memorial Day instead of the other options.

Announcements

Energy Bus Luncheon – May 2

Spring Picnic – May 15

Lunch & Learn – schedule is posted.

Next meeting is June 6 at 8:30 a.m.

SPARC II Workshop - Wednesday, May 9

Staff Councils is

940 campus and community initiain. Jason Tatlock speakers

1040 Kristen Betts using collaborate. Dr. Betts may ask SC members to help out with the presentation at our desks to help her show how Collaborate can be used.

Meeting adjourned at 9:00 am

Meeting adjourned at 9:38 a.m.