

Staff Advisory Council Meeting 10.10.11

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
Megan Feasel (Student Affairs) – First Term
Carly Hallman (Advancement) – First Term
Jennifer Incorvaia (Business & Finance) – First Term
Tracy Gregory (Business & Finance) – First Term
Jessica Weaver (Business & Finance) – First Term
Rebecca Carroll (HR Rep)

Not In Attendance

Sheryl Powell (Academic Affairs), Treasurer – Second Term

Others In Attendance

Dr. Linda Bleicken, University President
Bill Kelso, Assistant Vice President for Student Affairs

Mario Incorvaia called the meeting to order at 8:37 am.

Old Business

Jessica Weaver moved that the minutes from the September meeting be approved. Megan Feasel second. Corrections to the notes were to be emailed to Michael Smoose. Unanimous vote to approve with corrections.

New Business

Dr. Bleicken talked about Coffee & Conversations. She also outlined the agenda for the combined meeting between the President’s Cabinet, Staff Advisory Council, Faculty Senate and Student Government Association on October 27.

Committee Reports

In order to cover more items during the monthly meeting and not spend time on committee reports, Mario asked the committee chairs to email their committee reports to him in advance of the next meeting. Mario will compile all the notes and send them to the entire Council. Council members are to review the meeting notes and ask any questions at the next meeting.

Megan (Special Events) is looking for more data to select a date for the Staff Potluck.

Carly Hallman (Outreach) is having problems getting in touch with SGA for Toys For Tots. Bill Kelso recommended using Al Harris as an intermediary.

Open Enrollment

Rebecca noted that Human Resources is putting together the packets for Open Enrollment, which begins October 24. The HR staff has set aside five days for one-on-one consulting with faculty and staff on benefit changes. If the Council gets any inquires about Open Enrollment they are to direct the person to HR.

Skills Soft

HR is getting ready to roll out professional online classes and online learning later in the month using Skills Soft. The ethics training platform will be moving there as well and the January/February ethics recertification will take place through Skills Soft.

Performance Evaluation Tools

HR is updating and rolling out the updated performance evaluation tools to the President's Cabinet. HR would like to get Council's feedback on the new form. In their evaluation, bi-weekly employees will start having professional development goals. There will also be a section added with how their job relates to the University's strategic plan.

Mario noted that Council can take some of the goals from the evaluation form to help plan staff development programming.

Bill Kelso was in attendance to follow up on the summer Council retreat. Looking for an hour at lunchtime to follow up on the meeting.

Meeting was adjourned at 9:31 a.m.