Call to Order

The meeting was called to order by Marcia White at 9:00 AM.

Minutes of Last Meeting

The minutes of the September 28, 2011 meeting of the committee were distributed. There being no corrections, the minutes were approved.

Announcements

Cheryl McClary, an administrative specialist in Physical Plant, was appointed by the chair as a contributing but non-voting member of the committee representing full-time temporary staff.

Marcia White met with President Benson to discuss his working relationship with the committee. He stressed that he wants positive ideas brought to him through the committee in addition to complaints. He expects the committee to collaborate with the faculty and student advisory committees. He will share information with the committee as well.

A Sharepoint site has been established to enable the committee members to share information, dates and documents.

The Board of Trustees meeting will be held Friday, October 14, 2011 beginning at 8:30 AM in the Stern Center Ballroom. The general meeting is open and committee members are encouraged to attend. Marcia White, Robert Reese and Anne McNeal plan to attend.

Reports/Updates

Enid Idelsohn volunteered at the previous meeting to work with Tom Casey to determine how many staff members are in each division, sorted by classification. Pressing obligations have delayed this report and it will be presented at the next committee meeting.

J.J. Corbett has been looking into existing staff listservs to determine which one will be most effective in communicating with all staff members. Staff@cofc.edu is the better of two, though it
allows staff members to opt out of receiving emails sent to it. The committee will make a request to President Benson to send an email to the Administrative Information listserv, which reaches all employees, notifying staff that the staff@cofc.edu listerv will be the primary vehicle for the committee to communicate with them. The alternative is staff-all@cofc.edu which pulls all staff members from Banner. Its use is restricted to those given permission to use it to communicate with staff.

**Communication Discussion**

In addition to deciding how best to communicate with constituents via email, the committee discussed how best to communicate with staff employees who do not have regular access to email.

1. Herbert Frasier volunteered to put copies of notices on the communication board in Physical Plant and mention them in staff meetings. Marcia White requested posting and mentioning President Benson’s email announcing formation of the committee.
2. The committee will communicate through department heads, asking them to pass along information to their employees. Marlene Williams suggested that supervisors inform their employees about how to express concerns. Employee feedback will be directed to committee members directly.
3. Staff members who will not be able to vote for committee members online will need an alternative location to cast their ballots.
4. Brian McGee reminded the committee that many staff members are employed at sites other than the downtown campus and suggested that the committee research communication best practices at other schools.
5. Enid Idelsohn recommended suggestion boxes around campus for constituent concerns, perhaps in Addlestone Library among other locations. Herbert Frasier noted that there is a suggestion box in Physical Plant which is regularly used by employees.
6. Tom Casey said that some communications to employees are handled by mailing to their home addresses and directing them to a website for additional information.
7. Bulletin boards are stripped every Friday, so notices would not be posted on them for more than a week. There are some bulletin boards in locked glass cases which are not stripped.
8. New employees can be notified of the committee during their orientation.
9. Stan Gray offered to investigate communication best practices and explore the possibility of using bulletin boards and suggestion boxes.

**Constituent Concerns**

Marcia White suggests that the committee continues to update a master list of constituent concerns. Anne McNeal will put a comment form on the website.

1. Benefits for temporary employees, either as compensation or made available for the employee to purchase.
2. Equalize compensation for training: some employees received extra compensation for Oaks training, while some staff members spent many hours training to use Banner without additional compensation.
3. Designate times when campus exercise facilities are available only to staff.
4. Tom Casey told the committee that 15-20% of permanent, full-time staff members did not receive a performance evaluation in calendar year 2010.
Bylaws Discussion

Aron Kuch suggested the sections for the bylaws and recommended that two or three committee members develop each section. Silvia Youssef Hanna said the group as a whole should develop the committee’s mission and goals. Suggestions can be posted on the Sharepoint site.

Suggested sections:
1. Name
2. Goals/purpose/mission
3. Membership
   a. Size
   b. Voting
   c. Term of service
   d. Replacement
4. Officers, including electing them
5. Committees
6. Meetings
   a. Frequency
   b. Quorum requirements
7. Bylaws
   a. Amendment
   b. Authority – voiding bylaws if they conflict with institutional policy

By the next committee meeting, John Inman, Aron Kuch and Silvia Youssef Hanna will create an outline with recommendations for some sections derived from bylaws at other schools and suggestions about which sections need more development by the rest of the committee.

Next Meeting

The committee will meet next at 9:00 AM Wednesday, October 26, 2011 in the Alumni Center of the School of Education, Health and Human Performance. Stan Gray will set up the room for internet access. Brian McGee will demonstrate the faculty electronic voting system.

The meeting was adjourned at 9:55 AM.

Respectfully submitted,

Anne McNeal
Secretary