Minutes of the Staff Advisory Committee to the President  
March 14, 2013  
Craig 108

Attending: Meredith Chance, Herbert Frasier, Susan Hallatt, Clara Hodges, John Inman, Aron Kuch, Jennifer McClerklin, Brian McGee (ex officio) Anne McNeal, Amy Orr, Ashleigh Parr, Katherine Pezzella (ex officio), Ed Pope (ex officio), Amanda Smith, Marcia White, Marlene Williams

Not Attending: Elizabeth Dixon

Marcia White called the meeting to order at 10:35.

Minutes of Last Meetings

The minutes of the February 7 and February 21 meetings were distributed and unanimously approved.

Old Business

There was no old business discussed.

New Business

Chair Report

Two Marketing and Communications employees have self-nominated for that division’s seat on the Staff Advisory Committee. According to the bylaws, since they did not self-nominate in time for the division elections, the open seat will be treated as a vacancy after the new committee convenes in July. The committee members will select the seat holder from the two candidates.

The Staff Advisory Committee’s interim report went to President Benson and has been posted, with the president’s permission, on the SAC website and on the Staff Forum. Anne McNeal will send an email to All Staff to direct them to it. Anne will also print copies of the report and send them to Herbert Frasier for distribution to Physical Plant, Grounds, and Residence Life Maintenance.

Treasurer’s Report

Anne McNeal said there were no new transactions to report. The budget balance remains at $2,881.

Subcommittee Reports

- College Relations Subcommittee

  John Inman said that there was nothing new to report.
• Communication Subcommittee

Anne McNeal presented the revised staff awards proposal. The subcommittee is recommending the same three awards presented previously, but with cash awards for the two categories for permanent staff, and a Celebration of Staff brunch where the awards will be presented.

Ed Pope thinks that a state statute might allow awarding of cash bonuses for the temporary staff category as well. A proposal will be made to the Board of Trustees in April to take advantage of the statute to award bonuses to permanent staff in excess of the $3,000 limit and to make cash awards available to temporary staff.

The suggestion was made to ask President Benson to announce the awards to the staff.

A motion to present the awards proposal to President Benson passed unanimously.

The Communication Subcommittee and Ed Pope will take the proposal to the president.

Anne presented a suggestion made to her about listing external awards and leadership roles in professional organizations on the website in addition to the internal staff awards already listed there. Committee member expressed concerns about continuity and maintenance of the list when there are new SAC members. The suggestion was tabled until after July 1.

• Constituent Concerns and Wellness Subcommittee

Amanda Smith reported on the March 13 meeting of the subcommittee.

The Education Working Group is waiting for the president’s response to the Interim Report and for the conclusion of the budgeting process and has tabled their agenda for the time being.

The Wellness Working Group received a concern about white board paint which was communicated to Randy Beaver.

The Business Affairs Working Group announced that GPS for CARTA is in place and available to smart phones. The program is in a Beta version, and they are awaiting finalization of testing before announcing it.

The Human Resources and Benefits Working Group had a good meeting with Ed Pope and continue to work on their concerns.

Aron Kuch will update the spreadsheet of constituent concerns and resolutions, and will let Anne McNeal know when the updated spreadsheet is ready to be posted on the SAC website.

• Membership Subcommittee

Meredith Chance reported on the divisional election winners:

Academic Affairs: Ashleigh Parr
Business Affairs: Amy Orr

Student Affairs: Frank Budd

Votes were cast by 121 employees:
66 in Academic Affairs
37 in Business Affairs
16 in Student Affairs

All the other candidates except Amanda Smith will be in the at-large slate for the election beginning March 25.

Amanda Smith submitted her resignation from SAC effectively March 15, 2013. Jennifer Smith, who received the next highest number of votes in the previous at-large election, attended the committee meeting and will serve in Amanda’s place until June 30.

John recommended that future elections not take place during spring break. Student Affairs staff are encouraged to take annual leave during spring break.

A motion to certify the results of the divisional election passed unanimously.

Meredith read the list of candidates for the at-large election. (Appendix A)

A motion to approve the slate was unanimously approved.

Other New Business

Brian McGee made a presentation of the budget development process to the faculty, and offered to give the same presentation to SAC at the next meeting. That presentation will be included on the agenda of the April 4 meeting.

Marcia White adjourned the meeting at 11:30.

Respectfully submitted,

Anne McNeal
Secretary/Treasurer
The slate of candidates for the at-large election:

Rudy Alisauskas    Institutional Advancement
Dave Battey        Office of Research & Grants Administration
Walter L. Brown    Grounds
Mandi Bryson       Student Life
Eric Clark         Procurement
Jeremy Clement     Information Technology
Carl Crews         Physical Plant
Frederick R. Fortner Central Energy
Susan Hallatt      Graduate School Office
Silvia Youssef Hanna Academic Advising and Planning
Karen Hauschild    Academic Advising and Planning
Brytnee Leigh      School of Business
Molly Mayer        Department of Communication
Debbie Robertson   Biology
Christine F. Rodgers Management & Entrepreneurship
Phil Stevenson     Procurement