Minutes of the Communication Subcommittee of the
Staff Advisory Committee to the President
Thursday, April 29, 2013
Randolph Hall 106D

Attending: Herbert Frasier, Susan Hallatt, John Inman, Jennifer McClerklin, Anne McNeal, Amy Orr, Ed Pope

Anne McNeal called the meeting to order at 11:00 AM.

Staff Awards

Ed Pope explained the status of the awards. Steve Osborne presented the proposal to the other Executive Vice Presidents and President Benson two weeks ago. The Staff Awards Proposal was received very positively. They are going to add the SAC proposal to the faculty awards proposal being presented to the Board of Trustees in August. The proposal moves payment of the faculty awards out of the Foundation and into salaries. It takes advantage of a state statute that applies only to higher education that removes the annual limit on bonuses. It also references “employees,” not just permanent employees, so might enable us to provide cash awards to temporary employees.

There was extensive discussion about whether or not to request cash awards for temporary employees. Susan Hallatt made a motion, seconded by Herbert Frasier, to include temporary employees in our request for cash awards. The motion carried.

Anne McNeal will provide the proposal which includes cash awards for temporary employees to Ed Pope who will forward it to Steve Osborne for inclusion in the proposal which will be taken to the Board of Trustees.

The proposal will be presented again to the full Staff Advisory Committee on May 16 for final approval.

Celebration of Staff

Amy Orr announced that she requested, and Steve Osborne provided, $5,000 for us to go ahead with a Celebration of Staff brunch in this fiscal year. The Celebration is included in our Staff Awards proposal which will not be implemented until next year, but we want to go ahead and showcase the accomplishments of the Staff Advisory Committee to the President.

Having a brunch allows for staff who start work at 7:00 or 7:30 to attend. The subcommittee proposes scheduling the brunch June 26, 27, or 28 because there is not an Orientation session on those dates. It will begin at 11:00 which, according to Herbert Frasier, ties into lunch for many Physical Plant employees.

Jennifer McClerklin will ask Josh Bryson if we can schedule the TD Arena Hospitality Suite one of those days. If it is not available, we will try to reserve the Stern Center Ballroom for one of those days.

Amy has spoken to Aramark, and they will work with us on the cost of the food.
Anne will create an Evite the week of June 3. Physical Plant Maintenance will reply as a group. We should ask Grounds and Residence Life Maintenance if they would like to do that as well.

A brief, punchy review of SAC’s accomplishments should be shown. Anne will ask Marcia White to help with identifying the presenter.

Susan Hallatt had assembled some very nice prizes to go in the gift baskets for award recipients. Since we will not have award recipients this year, we will use them as door prizes during the Celebration. Susan will ask the Athletics Department for tickets to sports events. We will also ask all SAC members to request door prize items from their contacts.

Ed warned us that there are state regulations regarding prizes for employees. They can be taxable.

**Transition**

Jenn McClerklin said that she will need to hand off the staff award nomination form and FAQ to someone who will be on SAC next year. Anne has hand-offs to make as well, and will ask Marcia White to include transitions on the agenda for the final meeting of the year in June.

Anne McNeal adjourned the meeting at 11:50.

Respectfully submitted,

Anne McNeal
Communication Subcommittee Chair