Minutes of the Communication Subcommittee of the Staff Advisory Committee to the President
Thursday, September 13, 2012
Randolph Hall 106D

Attending: Herbert Frasier, John Inman, Jenn McClerklin, Anne McNeal, Marlene Williams

Subcommittee chair

Anne McNeal volunteered to serve as subcommittee chair.

Communicating constituent concerns

Jenn McClerklin serves on both the Constituent Concerns and Wellness Subcommittee and the Communication Subcommittee, so she will act a liaison between the two. The Constituent Concerns and Wellness Subcommittee has selected staff suggestions to be addressed right away, and Jenn will obtain that list for posting on the SAC website and Staff Forum.

(Subsequent to the meeting, Jenn provided the list to Anne for posting.)

The full SAC committee agreed that communication of constituent concerns should be handled by the Communication Subcommittee.

John Inman reported that the College Relations Subcommittee, in meetings with faculty and student representatives, identified four mutual areas of concern:

- Adjunct issues which also affect some staff members who are adjunct instructors
- Child care
- CARTA transportation
- Wellness programs and fitness facilities

The subcommittee will use the staff listserv to communicate the number of staff suggestions received and the working groups addressing them.

Communicating with staff members

Herbert said that Physical Plant carpenters had built a suggestion box for their area and can build them for other areas where paper forms will be distributed.

John suggested that paper suggestions should be input by a committee member onto an electronic form with a notation that it was received in paper form.

(Subsequent to the meeting, Anne learned from Deputy Chief Robert Reese that all staff members in Public Safety have access to and use computers. Therefore the Public Safety Department will not need paper copies of notices and suggestion forms or a suggestion box.)
John Inman will get from John Campbell the name of a liaison in Residence Life who can post paper notices and make paper suggestion forms available. The other two departments where paper copies will be provided are Maintenance, with Herbert Frasier as liaison, and Grounds, with Marlene Williams as liaison.

Awards and recognitions

The full SAC committee agreed that awards and recognitions should be handled by the Communication Subcommittee, but that it should be tabled for the time being.

John Inman suggested that we invite Brian McGee to the October subcommittee meeting to get the president’s input on awards and recognitions since this was part of the president’s original charge to SAC. Other members of the full committee can be invited as well.

Future meetings

The time of future meetings was changed from 10:00 to 9:30 A.M. because the Constituent Concerns and Wellness Subcommittee meets at 10:30 on the same day each month. Jenn McClerklin serves as the liaison between the two subcommittees and needs to be able to attend both meetings.

Respectfully submitted,

Anne McNeal
Communication Subcommittee Chair