

Staff Advisory Committee

March 11, 2015

The meeting was called to order at 9:16 a.m. by chairman Dona Gaynor.

Attending: Dona Gaynor, Shirley Czekanski, Kristie Kwong, Denise Flutie, Lee Martucci, Kathy Villegas, Dominic Lombardi, Lisa Petrillo, John Meyer, Chris Finn, Mary Cromer, Chris Whitman, Liz Kyle, Jason Griggs, Rupert Pattisson, Donna Cassario, Danielle (Maltese) Schukoske, Gayle Duncombe, Dan Parnell

The minutes from the Feb. 13, 2015 meeting were reviewed and approved.

Special guests Kevin Graham and Morgan McKinnon from the Office of Security attended and briefed the committee on Title IX Compliance providing detailed information about the definitions of sexual assault and the university's responsibility to maintain a safe environment. They also discussed the role of staff in maintaining compliance and indicated that training sessions would be provided for all staff in the future.

The committee was pleased that the recommendation for the President to send out regular podcasts had been adopted and the first podcast went out right after our February meeting. The benefits subcommittee then presented information about their review of the Sick Leave Bank. The subcommittee noted that the policy does not seem clear in many areas and it is not surprising that employees would not want to join it. Also, the maximum number days that can be withdrawn seems very high and it was recommended that the policy be changed to state a maximum number of hours and that it should be based on the 33% that is not covered by short-term disability over a 12 week period. The sub-committee is going to continue to work on recommendations and we will invite Karen Gathercole, Director of Human Resources, to a future meeting to help answer some of these questions.

The engagement subcommittee is working on recommending activities that will help improve employee engagement and that are easily managed or incorporated into existing administrative structures. This committee is also interested in seeing the Always Give 5 Start Service expanded to the entire campus community and not limited to the Harris Commons Building.

The recruitment subcommittee suggested creating a more visually appealing email format for soliciting applications and made some suggestions to streamline the applications process. This committee will continue to work on ways to encourage staff members from various departments to apply to serve on the Staff Advisory Committee.

The next meeting will be held on April 8, 2015 in 7th Floor Crawford at 9:15am.