

Staff Advisory Committee

Sept. 10, 2014

The meeting was called to order at 9:17 a.m. by chairman Dona Gaynor.

Attending: Kathy Villegas, Denise Flutie, Shirley Czekanski, John Meyer, Dona Gaynor, Sharon Carnohan, Liz Kyle, Chris Whitman, Lee Martucci, Mary Cromer, Chris Finn, Danielle Maltese, Donna Cassario, Lisa Petrillo, Dominic Lombardi, Karen Brown, Kristie Kwong, Evan Olsen, Rupert Pattisson, Dan Parnell
Special Guest: Karen Gathercole, Director of Human Resources

The meeting began with introductions and welcome to the new members. The minutes from the June 11, 2014 meeting were reviewed and approved.

The committee discussed the topics covered by the communications subcommittee and determined that more specific recommendations, such as the podcasts from the President, would be more effective than a broad recommendation. The safety and security subcommittee noted that some of the parking concerns from the previous year were resolved through changes requested by the faculty senate. However, committee members discussed concerns raised as a result of a recent lockdown on campus and noted that many people did not know the proper procedures to follow. The committee will invite Kevin Graham to a meeting to discuss further.

The committee welcomed Karen Gathercole, HR Director, to the meeting. Karen requested to attend the meeting to discuss the Sick Leave Bank (SLB). The SLB was a recommendation made by the Staff Advisory Committee in 2011 and was implemented by HR in 2012 but it has not been utilized by anyone. HR is concerned that the employees who need it are not ever eligible to use it. The committee will review the SLB and determine if any changes can be recommended to improve the usage. Karen also reported on the new performance review and merit increase process as well as the results of the FLSA audit.

The committee then discussed the fall outreach event, the Halloween Social that will be held on Friday, October 31. New members were added to the outreach subcommittee to help plan the event. The chair requested that all members review the various subcommittees to determine which subcommittees they would like to serve on and to also consider forming new subcommittees to address new topics and/or issues.

The meeting was called at 11:20 am. The next meeting will be held on October 8, 2014 in 7th Floor Crawford at 9:15am.