

## Staff Advisory Committee

September 11, 2013

The meeting was called to order at 9:20 a.m. by chairman Dona Gaynor.

**Attending:** Dona Gaynor, Shirley Czekanski, Sharon Carnohan, Carla Howell, Lisa Petrillo, Terri Plotner, Christel Noyes, Gayle Duncombe, Christopher Finn, John Meyer, Jason Griggs, Mary Cromer, Margie Smith, Christopher Whitman, Liz Kyle, Dan Parnell, Rupert Pattison, Vanay Syme, Leslie Savoie.

The minutes from the May 8, 2013 meeting were read and approved.

The Chair welcomed 6 new members to the committee and explained the purpose of the committee and the role of the members. She reviewed the recommendations that were submitted to the President in April and reported that the administration is reviewing the vacation accrual and daycare referral recommendations and that many of the communications recommendations are also being reviewed. It is expected that the Continuing Education department will start offering training programs targeted to staff as part of their professional development offerings. It was brought up that Instructional Technology offers many online training tools to help staff improve their use of technology but there is still a concern about staff members who do not have regular access to computers or tablets in their jobs and who are unable to utilize technology for communication. This may limit their access to important information. It was agreed that communication is an issue that the committee should continue to work on this year.

The Chair reviewed other issues that the committee should focus on in the new academic year. The committee decided to continue to research the topic of sustenance assistance for needy staff and will create a sub-committee to work on this issue. The Chair is also concerned about the representation of staff members on the committee and is creating a new sub-committee to review the membership application procedures to ensure equitable representation of different departments on campus as well as staff classifications. It was determined that parking and safety is an issue that the committee should re-visit this year, particularly in view the increased number of students on campus and the increased number of parking spots that are being lost to people who buy a spot for a year. The Chair also created a new sub-committee charged with maintaining the website, creating marketing materials, and managing information for the committee. The committee also decided to continue to offer social outreach events and added new members to that sub-committee. The Chair suggested that this sub-committee consider new ideas for reaching out to staff members who typically don't attend our events or who may be located at remote sites.

The meeting was adjourned at 11:00 am. The next meeting will be October 9, 2013.