

July 22, 2011

Staff Advisory Board meeting

Present

Lisa Magnarelli, Tony Poccia, Anne Riffle, Diane Brady, Linda Michels, Jay Bonham, Amy James and Regina Johnson

Absent

Maureen Scoones (due to meeting ending early)

Meeting began at 9:05 a.m.

Minutes from the prior meeting were approved.

Old Business

- I. Bylaws discussion continued. Response from a member of the SAC about language in #5. We will change to “enable open discussion as an agenda item for every meeting.”
- II. Bylaws to be sent out in August to all employees for feedback. Will call an all-employee meeting in early September. We should be prepared for questions like why we do not have a representative from every division. Response would/should be that the current structure is in the original spirit of President Stewart’s idea.
- III. Bicentennial Committee has asked for our committee to appoint a reader for the section of the Charter. We will coordinate a feedback form to collect nominations. The forms will come to all of us in Google Docs for review. Lisa will confirm this with Maureen and send it out Monday (July 25) with a deadline of August 3 to respond. We will decide on the reader at August 4 meeting. There was a question as to if this would be anonymous, so Lisa submitted a test form. *(Maureen has created a “Nomination Form” for this process.)*

New Business

- I. Linda asked if our terms were set as to when they begin and who is off when. We had discussed this at a prior meeting and set two (2) year time frame for most. Diane remembers volunteering to be member to rotate off after one (1) year.
- II. Employee satisfaction survey results
 - A. Our group recommended a question about satisfaction with the job evaluation questions. Was not on the survey. Is there a particular reason why this was not added?
 - B. Questioning if this is all of the questions and if there were any helpful comments
 - C. Is there a way to break down responses by division?
 - D. We will contact IR and ask them if they could come to a meeting for a discussion of the above items. Lisa will contact Matt Carr for a copy of the survey. *(Lisa spoke with Matt Carr and he said that the survey did include some additional information, and it was broken down by department and employee type. Since the survey was initiated through Karen Leach and the HR department, we should reach out to them. Lisa has sent a message to Karen and Scott asking them to attend our August 4 meeting.)*
- III. Our website is not easy to find. Should we move it to the HR page as a link or tab? *(Maureen is contacting Steve about the appropriate place for our link.)*
- IV. We will need to contact President Stewart’s office about coordinating September meeting.
 - A. We will need to ask President Stewart to speak.
 - B. Announce new employees
 - C. Bicentennial update including recognizing Staff member who will read charter.

Next two meeting time decided upon: Thursday, August 4 at 9am and Friday, August 19 at 9am, both in Sadove meeting room.

Meeting adjourned at 9:34 a.m.