

## Staff Advisory Council Minutes

September 21, 2018

**Members Present:** Amy Hinnant, Andrea Woods, Kara Bond, Jane Rankin, Saurabh Singh, Melissa Kuhlmann, Kristy Anderson, Mary Ronsonet, Angela Welch, Bryan Fruge, Jamie Neff and Melanie Robideau

**1. Special Guests Present:** Dr. Alexander, Suprena Bennett, Jody Ford

- a. Dean Alexander :** spoke on structure of SAC as a standing committee. All standing committees but SAC have a member of Administration on the committee. CPI and FAC have ex-officio members. This enables Administration to connect with SAC and work together to bring about change. It helps with communication between Admin and committees. Committees are not functioning in a vacuum. One vision/one direction.

**Recommendations:**

1. Ex-officio member on committee – admin. person
2. SAC meetings with Dean –connects staff/Dean/ Would help mesh goals of SAC and Dean
  - a. Example: mentoring, ask Sac how to provide mentoring for staff
  - b. Staff retreat – integrated into professional development – help from HR to develop and support staff. Currently it is independent of college.

**EX-Officio Member**

**Discussion: Concerns:**

1. Lack of trust between Admin. and staff.
2. Define role of Admin on committee
3. If we add the ex-officio will it change the role of the chair – No will not change.

**Action:**

1. Each representative will get feedback from their department.
  - Option 1. Suprena will be ex-officio
  - Option 2. Do nothing

**b. Suprena:** Proposing ways to get new staff acclimated into CEHD

1. New Staff Orientation each semester
2. Pair up new staff with mentor from different department to get overall view of CEHD – open up to all staff
3. Create handbook and tips
  - a. Acronyms explained
  - b. Community tips – doctors/grocery stores etc.
4. HR would provide new hire names etc..

**c Jody Ford:** Peggy Ritchey Scholarship processes.

1. Move Application deadline to February for a May decision
2. Reminder of eligibility: UG child/grandchild of staff, retired staff or staff member who is a grad student.
3. Applications go through SPARTA
4. Contacts for scholarship are Nora Cargo and Judy Haas
5. Add a shoebox question to the application – something specific to the scholarship
6. Want it to be awarded in the fall to align with college awards
7. It is at the discretion of SAC as to how many are awarded – contingent on money

**2. Mary Ronsonet:**

- a. Approval of minutes – Kristy moved to approve, Jane seconded – all approved.
- b. Bylaws updated will vote on changes next meeting – use Mays business model discuss at next meeting.
- c. Upcoming Meetings – SAC meets 4<sup>th</sup> Thursday of each month 9-11am Heaton Hall
- d. Several members have attended the lunches.  
Feedback – slightly awkward, discussed Heaton 6-9 month no salary increase/adjustment
- e. Dean Meeting – Kristy and Mary met with the Dean.  
Clarification on one time merit asked that it be 2x a year/ will have a committee  
Promotion reclassification is business need – fairness model so all can be seen at same time  
Include Faculty in our community service projects  
SAC retreat – align theme with college theme – Civility and Managing Change

3. **Angela Welch** : presented spreadsheet with expenditures

4. **Representative Reports**

- a. **Dean** Megan going on Maternity Leave October 8<sup>th</sup>/ Melanie/Kristy covering for her  
New hire Jaime Rodriguez – administrative coordinator for Dr. Nafukho  
Kyle Menigoz has left the College
- b. **EAHR** Graduate student advisory board gearing back up  
Department is on social media @tamueahr  
Highlighting students/staff/faculty  
Jia Wang has made Full professor  
Hosting William Cross on October 8<sup>th</sup> “Black Identity”
- c. **EPSY** Academic review coming in February  
2 faculty searches
- d. **HLKN** IT issues – they no longer have any one dedicated to Blocker – makes it harder PEAP has Brandon Templeton
- e. **TLAC** Dr. DeMiranda took the staff out for lunch at Saltgrass – had retreat /goal setting for the department  
Sarah Oakley is the Communications person for TLAC  
Christine Nardini is the new graduate advisor
- f. **Advising** Aligning with University retention /HLKN staff moving to Gilchrist October 2019 – have 2 HLKN advisors out at the moment.
- g. **Research** Post award is now working with Suprena . Windy Turner is retiring – November 30<sup>th</sup> reception at the Equine Center. Her job will be posted soon

5. **Committee Reports**

- a. **Outreach** looking for community service opportunities
- b. **Social** working on new get-togethers
- c. **Communications** have a Facebook group- working on website
- d. **Professional Development** planning brown bags
- e. **Conference** will start meeting in January/ putting out a call for volunteers  
Taking suggestions for location