

Commission on Staff Policies and Affairs Minutes

March 26, 2019

2:00-3:00 p.m.

Attendees:

Judy Alford, Betty Wilkins, Lisa Boothe, Mary Helmick, Hazem Sharaf, Rosemary Blieszner, Margaret Radcliffe, Robert Sebek, , Nicole Akers, Dani McNiel, Marie Bliss (for Bryan Garey), Sally Shupe, Sue Teel, and Tammie Smith.

- Corrected agenda – motion/approved
- Call to order and Welcome by Tamarah Smith (2:00)
- Approval of March Agenda
- Approval of February Minutes
- Recap on Giving Day
- Subcommittee Reports and Next Steps
 - Pay/Benefits
 - Staff resources list compiled and will be sent to Minh-An Pence, Benefits Manager, for review and to add to the HR website.
 - Recruitment/Retention/Trainings
 - Suggestion to invite John Massey to April or May meeting
 - Quarterly highlight for staff communication
 - How do we contact all of them?
 - New listserv?
 - Tap into existing listservs
 - Need standalone meeting/group to discuss communication
 - Is CSPA communicating with staff associations?
 - There is a Staff Association in each senior management area
 - Need to engage staff associations for hot topics and pain points
 - One challenge is people hopping on and off committees – it's hard to keep track of membership
 - Information does not always disseminate through staff associations
 - Are people aware of their responsibilities to disseminate? How can we make them more aware and engaged?

- Staff associations are really hit or miss as far as how they operate – some are very active and some are not.
- Benefits Committee Report
 - Winter closing survey went out – results will be in by Monday, April 8th
 - Very high percentage of engagement – winter closing is a “hot button” issue
- Staff Career Achievement Award discussion
 - Want to increase nominations – currently there is a low number. Some Senior Management Areas are not engaged at all.
 - Low number of recommendations may be because nominations must come from VP or Dean.
 - Is it possible to change that rule?
 - Department head/supervisors work more closely with employees that are eligible
 - SMA-level is sent a list of retirees from the last year
 - Theoretically – VP/Dean distributes to department heads/directors and asks for suggestions
 - When those lists are distributed, it should be clearly communicate expectations and expand upon expectations
 - Current Nomination process doesn’t take into account university governance service, which the original resolution establishing the award highlights as a criterion.
 - **Action items:**
 - Research how the nomination process can be amended to allow department heads/supervisors to make nominations and to include better verbiage about governance service.
 - Go through nomination requirements and see if requirements match the original resolution.
- Updates:
 - GSA
 - Vote on governance
 - Procedure for voting
 - Small executive committee to review resolutions
- Adjournment – 2:52 p.m.