

Commission on Staff Policies and Affairs
September 16, 2008
10:30 A.M. – 325 Burruss
MINUTES

Present: Robin Atkins, Jean Brickey, Catherine Caldwell, Alicia Cohen, Sue Ellen Crocker, Hal Irvin, Cindy Koziol, Maxine Lyons, Mike Naff, Brett Shadle, Melissa Simpkins, Don Taylor

Absent: Judy Alford, Lay Nam Chang, Cathy Hill, Tom Wertalik

Guests: Judy Ridinger, Human Resources

Chair Maxine Lyons called the meeting to order at 10:35 AM. The agenda as approved as presented. Commission member introduced themselves.

1. Determine Meeting Date and Time

Several members have conflict with meeting on the third Tuesday of the month. It was proposed that the meetings be scheduled for the first Wednesday at 1:30 PM. The location is to be determined.

2. Discussion of Goals for Coming Year

Maxine and the other commission chairs recently met with President Steger to review each commission's goals for the coming year. The goals she proposed are: communication and HR policies; safety; staff development; and staff recognition. Also, a study of the emeritus staff policy was postponed from last year. Communication of information needed by staff is still an issue. Information does not always get to the staff members who need it. The daily emails from University Relations are a step in the right direction, but don't always highlight important information. Safety issues include sidewalk safety and dissemination of information from committees and departments working to improve campus security. Access to staff development varies greatly within the university. Some departments fully support training opportunities for staff members with funding and work release time, while others don't. Staff recognition issues include Staff Employee of the Week, flex scheduling, and alternate work schedules.

At the next meeting, the option of closing the university between Christmas and New Year's Day will be presented. Most universities now close during this time. Currently, many departments are closed, but others remain open. Cathy Jacobs will be invited to provide an update on flexible work schedules, and Debbie Freed on alternate transportation.

3. Announcements

The search for a Director of Emergency Management has been completed. Michael Mulhare has been hired and will begin in late November.

4. Reports

- The Commission on Equal Opportunity and Diversity met on Monday, September 15, 2008. Topics of discussion included the year's strategic plan and the diversity summit scheduled for January. Also, there was a discussion on looking past race and gender when discussing diversity.

There being no further business, the meeting adjourned at 11:30 AM.