Present: Suzanne Alden, Elias Baalbaki, Joseph Browne, Emily Bruce, Karen Davis, Kim Departie, Ashley Dufour, Andrew Gammon, Christopher Gilbody, Carolyn Gridelli, Janice Hebert, Jessica Hodgdon, Leah Lebel, Wendy McRae-Owoeye, Marcy Melanson, Lisa Noble, Anne Marie Ponte, Diana Richardson, Kimberly Roskiewicz, Sarah Sceery, Norma Hardy, Matthew Tsimikas

Absent: Celeste Thompson-Roach, Jennifer Lane

Minutes: Kate Sembor

Agenda

• Approval of Minutes
• Chairs Report
• Recommendation for Protocol for Filling University Subcommittee Vacancies
• Recommendation for SAC Open Forums
• Recommendation for Staff Input Working Group Issue Preparation
• Soliciting Input from Staff
• Staff Issue #02-01
• Announcements

• Recommendation for Protocol for Filling University Subcommittee Vacancies
  o A morning mail announcement is used to advertise vacancies, the applications are anonymous for objectivity, the applicants are ranked based on the appointment groups assessment, then the applicant is chosen and notified.
  o The question is asked “Has there ever been a time when performance becomes an issue and this process is stopped?”
There have been times when there were concerns with performance, but it has not caused the process to be stopped.
The question is raised if advertisement in morning mail is sufficient, and whether we need more diversity and other forms of advertising.
The suggestion is the committee can also ask department managers to push this information and opportunity out to staff. Department managers can also nominate or suggest to certain employees.
SAC members can also promote the advertisement ourselves in respective departments.
The advertisement should also include a brief description of the committee to educate those interested about what it does.

**Vote:** The recommendation is to continue to advertise through morning mail, but also utilize department managers to make employees aware. It might be possible for SAC to use the department managers listserv to update them on this.

### Recommendation for SAC Open Forums
- This discussion is continued from the last meeting.
- Heavier advertisement is needed for the forums, not just morning mail.
- Fliers can be distributed to buildings to give information on upcoming forums as additional advertisement.
- A flier template is displayed to the committee that can be used for all SAC events. The committee agrees this is a good idea.
- In terms of facilitating dialogue, perhaps the committee can invite Ruthy Rosenberg from the “Transformative Conversations” lecture and Ombuds to train SAC facilitators for running the open forums.
- It is brought up that HR has a variety of experts who could also help with the facilitator training.
- The question is posed whether or not Ombuds is a safer place to voice concerns than SAC given the strict confidentiality promised by the Ombuds office and the lack of anonymity at the open forums. To address this, one of the forums could present a segment on “talking to/with positions of power.”
- The next open forum will be on March 27, 2014.

**Vote:** The council is in favor of moving forward with this recommendation.

### Recommendation for Staff Input Working Group Issue Preparation
- The current template for the Google form includes areas for issues labeled Issue Number, Date Submitted, Owner, Log, Summary, Scope, Related Issues, Precedent, Submitter Request, and Recommendation.
- The question is asked “How does one determine the category of the issue?” The person submitting it decides what this is, and it can then be discussed at the meeting by the case manager if it is appropriate.
o The suggestion of combining some of the categories to make it more practical is put forth, including combining “summary” and “scope” into one category, and “precedent” being changed to “general background”.

o The issues will be uploaded onto the website in static form so that they are searchable. This will aid later in order to have a historical record of issues to refer to as well.

o Jo invites SAC committee to be the first to use the form in order to beta test. The form is already live and has three submissions but this will aid in ensuring clarity going forward before advertising.

o The question is asked “Can SAC committee members be conduits for the Google form?” Yes, committee members can with permission from other staff members. This should be explicitly expressed and not done because of outside conversations.

**Vote:** The council votes in favor of the recommendation with the changes of “Summary” and “scope” being combined and “related issues” rather than “precedent”

**Soliciting Input from Staff**

- The suggestion comes forward that advertising in morning mail should start after March 25\textsuperscript{th} so as to give enough time for SAC committee members to beta test the form.
- Repeated issues on the forms should be made available to an open forum group.

**VOTE:** SAC will run a morning mail announcement starting after March 25\textsuperscript{th}.

**Staff Issue #02-01**

- Staff has expressed concern about coming to work in dangerous weather conditions.
- The recent lack of communications from officials regarding whether protocols has been confusing to some, as staff has grown accustomed to receiving emails regarding the monitoring of storms.
- Staff managers should make it clear who is essential or non essential. This conversation needs to be held in advance to set expectations and avoid resentment.
- Some staff members can work from home, while others may need to use a sick or vacation day in order to stay home safely. This practice may be viewed as unfair to some.
- The Staff Input Working Group recommends that SAC urge departments to make it clear to employees if they are essential employees and weather their work is non-deferrable, and then discuss
with staff how and when they should communicate their concerns about ability to travel to campus safely in severe weather.

One additional recommendation is that the committee ask HR to work with departments with language regarding weather policies and time off.

Recommendation: This topic is tabled so that we can further assess the two recommendations.

Announcements:

- SAC will stop having soda at meetings unless someone strongly disagrees with this in order to be green compliant. Plastic reusable water bottles have been provided in order to lessen waste.
### Action Items

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<thead>
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<th>No.</th>
<th>Action Item</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Submit Meeting location Suggestions</td>
<td>All SAC Members</td>
<td>This week, ongoing</td>
</tr>
<tr>
<td>2.</td>
<td>Make appropriate changes to the Google Form</td>
<td>Chairs</td>
<td>This week</td>
</tr>
<tr>
<td>3.</td>
<td>Add a description of committees to the website (avoid acronyms)</td>
<td>Chairs</td>
<td>This week</td>
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### Tabled Items

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<tbody>
<tr>
<td>1.</td>
<td>Staff Issue #02-01</td>
<td>Next Meeting</td>
<td></td>
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<tr>
<td>2.</td>
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