

**STAFF ADVISORY COUNCIL**  
**April 25, 2007**  
**Student Union 217**

**MEETING MINUTES**

President Marc Laviolette called the meeting to order at 3:00 PM

| <b>Members:</b> |                                   | <b>Present</b> | <b>Excused</b> |
|-----------------|-----------------------------------|----------------|----------------|
|                 | <b>Marc Laviolette, President</b> | <b>X</b>       |                |
|                 | <b>Bob Swank, Vice President</b>  | <b>X</b>       |                |
|                 | <b>David Vazquez, Treasurer</b>   | <b>X</b>       |                |
|                 | <b>Sonia Casanova, Secretary</b>  |                | <b>X</b>       |
|                 | <b>Mary Reed</b>                  | <b>X</b>       |                |
|                 | <b>Tami Tassler</b>               | <b>X</b>       |                |
|                 | <b>Tim Shannon</b>                |                | <b>X</b>       |
|                 | <b>Susan Baurer</b>               |                | <b>X</b>       |
|                 | <b>Dee Bryan</b>                  | <b>X</b>       |                |
|                 | <b>Ruth Rodrigues</b>             |                | <b>X</b>       |
|                 | <b>Carmen Montes</b>              | <b>X</b>       |                |
|                 | <b>Michele Kroffke</b>            | <b>X</b>       |                |
|                 | <b>James (Jim) Lee</b>            | <b>X</b>       |                |
|                 | <b>Jean- Paul Reaves</b>          | <b>X</b>       |                |
|                 | <b>Charlie Weaver</b>             |                | <b>X</b>       |

Marc asked for a motion to approve the minutes of the March 28, 2007 meeting. Meeting minutes were approved as submitted. The final version may be accessed on: Marlin Share/SAC (Staff Advisory Council)/ Minutes 2006-2007/minutes March 28, 2007 and also on the SAC Website.

**OFFICER REPORTS:**

Vice-President Bob Swank commended Tim Shannon and Tami Tassler and their committees for jobs well done with the employee of the year and SAC elections. We have a very good number of candidates from across campus for the elections and there were a large number of nominees for the employee of the year.

**Treasurer- David Vazquez reported SAC's current budget: Foundation account: \$2,796.64 and E&G account: 8,976.56 on the budget. Motion by Bob Swank, seconded by David Vazquez to approve \$980.00 for the newsletter printing. Motion passed.**

#### **SUB- COMMITTEE REPORTS:**

**Personnel Policies- Carmen Montes presented the proposal for the Merit increase distribution. After discussion there was a suggestion to add a time period to the last paragraph, so that if a staff member was subject to disciplinary action or any other action as mentioned in the paragraph and that if that action happened years earlier they could still be eligible for the increase. Motion by Tami Tassler, seconded by Michelle Kroffke to forward the recommendation as amended to Dr. Shepard and the executive committee. Motion carried. [..\SAC Merit increase proposal \(2\).docx](#)**

**Public Relations – The newsletter has been complete and will be available at the staff assembly, on the web site and at a few other locations on campus. Everyone was very pleased with our first newsletter. Thanks to all who submitted articles and especially to Tami for her work in putting it all together.**

**Bylaws Group- Charlie Weaver: No report and since this group completed their task at the last meeting, this sub-committee is dissolved**

**Staff Survey-Bob Swank reported that the work on the survey is rolling along. He also reminded everyone that now is the time to make any comments on items that the council members think should be part of the survey.**

#### **STANDING COMMITTEE REPORTS:**

**EEO Committee-Susan Baurer: No Report**

**ADA Committee- Marc Laviolette presented a copy of an initiative from the ADA committee to move forward on developing a policy for the use/restricted use of skateboards etc on campus sidewalks. Jim Lee stated that the ADA committee was looking for our support. All agreed that this would be a good thing to move forward. [Recommendation - skateboard policy.doc](#)**

**Parking Advisory- David Vazquez led a general discussion on parking issues. He will present our proposal for OPS to get free parking. Another suggestion was made concerning improved signage for visitor parking.**

**Parking Appeals - Jim Lee reported that the committee is still meeting twice a month and that the volume of appeals is still high.**

**Work Place Safety-Jean Paul Reaves led a general discussion on campus safety and the tragedy at Virginia Tech was brought up. We may want to focus some attention on work place reactions and response issues in addition to any initiatives taken to improve safety on the campus.**

**Bookstore Committee: No Report.**

**Food Service Committee-Ruth Rodrigues: No report at this time.**

**Environmental Stewardship-Ruth Rodrigues: No report**

**Tenth Anniversary- No report**

**LRPIEC – Marc Laviolette: No report**

### **OLD BUSINESS**

**Staff Assembly – Tami Tassler reported on preparations for the assembly with regards to the nominees for election. Decided to have them all come up front to speak rather than stand where they sit. Marc Laviolette reviewed agenda. It was decide to provide refreshments. Michelle Kroffke with assistance from David Vazquez will look after.**

**Elections – Tami Tassler reviewed the election plans. Absentee ballots will be available starting on the 26<sup>th</sup> in Marc Laviolette’s office. Council members (at least two at a time) will oversee elections on the 2<sup>nd</sup> and 3<sup>rd</sup>. Location BHG 107 from 9-3PM. Someone from parking will also be present to hand out the free parking appeal ticket.**

### **NEW BUSINESS:**

**It was decided to hold the May meeting as a social event where we can meet the newly elected members. Stoney’s was suggested as a location and Michelle Kroffke will check on availability.**

### **Future Meetings**

**SAC monthly meetings will be scheduled on the fourth Wednesday of every month between June 2007 and May 2008 at 3:00 pm in WGPU #225.**

**Next Meeting:**

**Next meeting: – Stoney's - Tuesday, May 22<sup>nd</sup> at 4:30 PM**

**Meeting adjourned at 4:45 PM**

**Respectfully submitted,  
Sonia Casanova  
SAC Secretary**