

STAFF ADVISORY COUNCIL
Date: Tuesday, November 27, 2007
Location: Sugden Welcome Center, Room 108

MEETING MINUTES

President David Vazquez called the meeting to order at 3:05 PM

Council Members:		Present	Excused
	David Vazquez, President	x	
	Dee Bryan, Vice President		x
	Jacquie Toth, Secretary	x	
	Loren Prive, Treasurer	x	
	Jennifer Baker	x	
	Lisa Banks	x	
	Susan Baurer	x	
	Chuck Bryan	x	
	Jim Lee	x	
	Jackie McNulty	x	
	Mary Reed	x	
	Eileen Regelski		x
	Ruth Rodrigues	x	
	Tim Shannon		x
	Bob Swank	x	
	Tami Tassler	x	

David asked for a motion to approve the minutes of the October 23 rd, 2007 meeting. Meeting minutes were approved as submitted.

The final version may be accessed on: Marlin Share/SAC (Staff Advisory Council)/ Minutes 2007-2008/minutes and also on the SAC Website.

OFFICER REPORTS:

President: Dave thanked everyone for attending the special session SAC meeting held on November 16, 2007. He also asked everyone to assess where they are with their projects and consider the transition of the next SAC representatives who will be elected in the Spring, 2008. Perhaps we can be more formal and complete in “handing off” projects to this new Council by scheduling an extra meeting.

Vice President: Dee Bryan- no report

Secretary: Jacquie reported the agenda and minutes page of the SAC website has been fixed. All current agendas and minutes have been uploaded now.

Treasurer: Loren reported the following account balances: Foundation- \$1968.16, E&G- \$9344.46

Events Coordinator Report: Jennifer Baker-no report

SUB- COMMITTEE REPORTS:

Personnel Policies: no report

Public Relations Group/ WOW- Chuck Bryan- mugs and brochures will be presented to President Bradshaw and his wife by Jennifer Crabill, Committee Volunteer and Jacquie Toth, SAC PR committee member.

Staff Survey: Bob Swank- needs one week for promotion before distribution. Open the survey committee meeting to SAC and create recommendation to SAC by this subcommittee.

Thanks to everyone who moved this project forward while he was gone the last two weeks.

Staff Representative Committee: no report

Employee Recognition Program: no report

Wellness Committee: Susan Baurer reported the proposed Weight Watcher evening meetings are still being discussed.

SAC Comment Box Committee: Lisa Banks- the online comment boxes are still under construction with Dave DeMoya's assistance. The text is being created and the comment box will be accessible from the SAC website. A test will be conducted before going live. Procedures are also being worked on and a recommendation will be presented to SAC.

STANDING COMMITTEE REPORTS:

ADA Committee: Tim Shannon- no report

Bookstore Committee: Jackie McNulty-the bookstore will have new hours for Saturdays: 11 am-4pm in Spring, 2008. Working with the state and student governments to propose ways to lower text book costs. An advisory group has been formed to review the usage of text books.

Conflict Management: (new as of 10/07) Jennifer Baker- no report

EEO Committee: Susan Baurer- no report

Food Service Committee: Ruth Rodrigues and Loren Prive- no report

LRPIEC: Dave Vazquez-Discussing the 2008-2009 budget constraints and the strain of flat revenue.

Parking Advisory: Dave Vazquez-no report

Parking Appeals: Jim Lee- no report

Work Place Safety: Eileen Regelski and Jennifer Baker- Jim Lee and Tami Tassler attended training on how to complete the new incident forms. Prevention and safety issues slide show will become available soon.

Tenth Anniversary: Dee Bryan- no report

OLD BUSINESS:

Dave thanked everyone who worked on Community Day.

NEW BUSINESS:

- Holiday Party- Jennifer: The holiday party will be held on December 10th in the Sugden Welcome Center from 4-7pm. Invitations will include past and present SAC representatives, Dr. Joe Shepard and President Bradshaw. The invitations will be sent online. The event will be catered by Aramark and will include appetizer and bar/beverage.
- Jackie McNulty shared a concern from a staff member regarding maintenance of the grounds, especially outdoor spills. Jim Lee made a note of this concern Senior Maint. Superintendent, Physical Plant) and everyone is reminded to call extension 1370 to report housekeeping issues also.

Future Meetings

SAC monthly meetings will be scheduled on the fourth Wednesday of each month .

Next Meeting: The next SAC meeting will be held on January 22, 2008- location TBA

Meeting Adjourned at: 4:30 pm

**Respectfully submitted,
Jacquie Toth
SAC Secretary**