

**Minutes**  
**Commission on Staff Policies and Affairs**  
November 20, 2013 ~ 2:00 p.m. ~ 325 Burruss

**Present:** Bonnie Alberts, Judy Alford, Dan Cook, Jay Crone, Carolyne Dudding, Tom Kaloupek, Michael Muldoon, Robert Sumichrast

**Absent:** Catherine Caldwell, Mary Christian, Kim Dulaney, Judy Jones, Hal Irvin, Becky Saylor, Christine Snider, Amy Tunison

**Call to Order**

The meeting was called to order at 2:01 p.m. The agenda was approved as presented. The minutes from the October meeting were approved electronically.

**Volunteers for Presidents Awards and Staff Career Achievement Award selection committee**

Dan Cook is seeking volunteers to serve on the selection committees for the President's Award and the Staff Career Achievement Award. Judy Alford and Tom Kaloupek will volunteer for the President's Award. Bonnie Alberts, Carolyne Dudding, Robert Sumichrast and Amy Tunison will volunteer for the Staff Career Achievement Award.

**Updates on marketing of awards**

Dan has reached out to Donna Wertalik and Laura Neff-Henderson to get things going with marketing for the awards.. He researched the HR website and discovered some "dead" links. Dan has asked others to research the links as if they were interested to nominate someone. He will work with Laura on re-activating some of the links.

Dan went to both award sites where it requires you to use your PID and password to log in. He was not able to log in even though the page stated that nominations begin in November and it appeared as though someone could already nominate. This could cause some frustration and confusion.

It was suggested at the last meeting to divert more attention to market online nominations. Much of what was discussed is already in the works. We have not received word yet from the Governor's Office if there will be an award for this year. We will need to table the nominations and further discussion until we hear something.

Dan passed around a spreadsheet showing the different departments who do and do not participate in the awards process. There was discussion on the different pay band levels and who gets nominated for awards verses who does not get nominated. There are some departments that have a high volume of faculty personnel in there department where others are mostly pay band 3 and below. The

question was asked, why are areas such as dining, housekeeping and facilities choosing not to participate? There are several areas on the spreadsheet who are consistently not participating. How can this be changed?

Dan went back to the question of, do we focus on the logistics of the awards process or the marketing aspect. It was suggested to print a small poster in the future and give it out at Staff Senate to spread the word.

### **Other Business**

Judy Alford suggested the group take a look at the Hybrid Retirement Plan. The plan takes effect January 1, 2014 and is a requirement of all new employees who start January 1. Dan Cook will invite Yohna Chamber or Angela King from Human Resources to the next meeting to discuss this with the group.

It was asked if anyone has heard anything about Wintermester and will it impact anyone. It was noted that the people who would be affected by this change were not consulted when a decision was made. There needs to be communication between employee/supervisor if the employee has to work so no one loses leave at the end of the year or does not need to work during anticipated vacation time.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:58 p.m. The next meeting will be December 17, 2013 from 2:00-3:30 in room 325 Burruss.

Respectfully Submitted,

Sherri Albert  
CSPA Support Staff