Commission on Staff Policies and Affairs Minutes

March 26, 2019
2:00-3:00 p.m.

Attendees:
Judy Alford, Betty Wilkins, Lisa Boothe, Mary Helmick, Hazem Sharaf, Rosemary Blieszner, Margaret Radcliffe, Robert Sebek, Nicole Akers, Dani McNiel, Marie Bliss (for Bryan Garey), Sally Shupe, Sue Teel, and Tammie Smith.

- Corrected agenda – motion/approved
- Call to order and Welcome by Tamarah Smith (2:00)
- Approval of March Agenda
- Approval of February Minutes
- Recap on Giving Day
- Subcommittee Reports and Next Steps
  - Pay/Benefits
    - Staff resources list compiled and will be sent to Minh-An Pence, Benefits Manager, for review and to add to the HR website.
  - Recruitment/Retention/Trainings
    - Suggestion to invite John Massey to April or May meeting
    - Quarterly highlight for staff communication
      - How do we contact all of them?
        - New listserv?
        - Tap into existing listservs
      - Need standalone meeting/group to discuss communication
  - Is CSPA communicating with staff associations?
    - There is a Staff Association in each senior management area
    - Need to engage staff associations for hot topics and pain points
    - One challenge is people hopping on and off committees – it’s hard to keep track of membership
    - Information does not always disseminate through staff associations
      - Are people aware of their responsibilities to disseminate? How can we make them more aware and engaged?
- Staff associations are really hit or miss as far as how they operate – some are very active and some are not.

- Benefits Committee Report
  - Winter closing survey went out – results will be in by Monday, April 8th
  - Very high percentage of engagement – winter closing is a “hot button” issue

- Staff Career Achievement Award discussion
  - Want to increase nominations – currently there is a low number. Some Senior Management Areas are not engaged at all.
    - Low number of recommendations may be because nominations must come from VP or Dean.
      - Is it possible to change that rule?
      - Department head/supervisors work more closely with employees that are eligible
    - SMA-level is sent a list of retirees from the last year
      - Theoretically – VP/Dean distributes to department heads/directors and asks for suggestions
      - When those lists are distributed, it should be clearly communicate expectations and expand upon expectations
  - Current Nomination process doesn’t take into account university governance service, which the original resolution establishing the award highlights as a criterion.
  - Action items:
    - Research how the nomination process can be amended to allow department heads/supervisors to make nominations and to include better verbiage about governance service.
    - Go through nomination requirements and see if requirements match the original resolution.

- Updates:
  - GSA
    - Vote on governance
    - Procedure for voting
    - Small executive committee to review resolutions

- Adjournment – 2:52 p.m.