

SAC Minutes
September 19, 2018
Macky 230 (12:00 – 1:00pm)

In attendance: Rebecca Allison, David Aragoni, Lynne Buckley, Denise Bender, Laurie Conway, Sandy Crowell, Karen Hawley, Alex Holmgren, Meghan Perea, Ruth Seaholm, Melynda Slaughter, Alicia Turchette

Introductions and welcome

Revise and approve bylaws (# of members)

Discussed need to update bylaws to provide flexibility in number of committee members.

Committee voted unanimously (12 of 17 members were present, to form a 2/3 quorum for bylaw revision) to change language in bylaws to “The Committee is composed of fifteen staff members from among the units that comprise the College of Arts and Sciences. Membership may be increased or decreased, at the discretion of the committee, to account for temporary staff leaves, etc.”

Revise and approve Employee of the Year recognition document (# of awards)

Committee voted unanimously to change document to award “up to five awards.” Chair will submit revised document to HR for approval in time for this year’s award cycle.

SAC webpages

Clint Talbott (A&S Communications) has posted committee’s webpages at <https://www.colorado.edu/asfacultystaff/shared-governance/staff-advisory-committee>.

Committee noted some errors that need to be corrected.

Members can send input and photos to be included on site.

Access can be given to committee to make updates. Karen Hawley volunteered for this role.

Divisional Administrator Model

College of A&S has introduced this new position to “answer concerns about climate, help with training, to foster cooperation among units, and to trouble-shoot a host of other challenges our front office staff face.”

[From A&S, the Mission: To aid academic departments and college leadership by stabilizing department turnover, fortifying transfer of knowledge and staff development, and optimizing talent and communication.]

This position is still being developed and for now is only for the social sciences division.

Alicia Turchette, as staff member in the social sciences division, will be meeting with Vicky Romano, the new Divisional Administrator for the Social Sciences, will share the committee’s initial feedback, and will report back to the committee with more information.

Committee would like to invite Vicky to attend a future meeting to learn more about the position and offer input.

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What does the SAC want to focus on this year?

Committee discussed ways to help onboarding new employees and assist current employees:

- Create guides/templates for common practices (i.e., hiring process for new international grad students and TAs).
- Create list of trainings needed (i.e., if you will be course scheduling contact Academic Scheduling, if you will be dealing with graduate admissions contact Patty Stanfield in Graduate school, etc.)
- Committee previously created a document in 10/2015 (see attached). Committee should review, revise and update as needed.

Committee discussed designations of staff positions as university or classified staff and has follow-up questions that perhaps could be discussed with Bernadette Stewart at the next meeting. There were questions relating to the impact of updated parental leave benefits, as well as general questions regarding how (and which) positions were designated or converted (univ vs. classified), budgetary considerations, and whether certain state or campus regulations affected HR's input or guidance, which could be inconsistent.

Future Meetings

Committee will look to schedule two additional meetings in fall 2018 – late October and early December.

Committee would like to invite Bernadette Stewart to attend next meeting to discuss employee engagement survey and Divisional Administrator Model. Should we include the new Divisional Administrator in this meeting as well?

Committee would like to invite Dean Jim White to meeting in December.