

Staff Advisory Committee Minutes
May 7, 2008

Present: Marie Hooks, Michelle Rivera, Jenane West, Earnestine Burns
Absent: Muriel Allen

1 – We discussed minutes from last meeting. Marie spoke with Laura Saunders about communication between SAC and PAC. Minutes from last meeting were approved.

2 – We discussed Administration Team Meetings. Michelle asked that why the dean's secretary was not part of regular rotation of taking minutes. Dean's secretary will do any off campus meetings. Michelle suggested that a permanent notation be made that the dean's secretary does any off campus meetings. A copy of the rotation for Administration Team Meetings will be sent to secretaries then to Mary Egger to place on website.

3 – Jill Forehand said yes in reference to changes in selection of BWW award recipient. Dean will want to review. A retired person will need to be found to replace Dixie Aubrey since this will be her last year. In reference to SAC chair stepping down if works with nominee - Marie thought maybe names blacked out and black out reference to position. It was decided to table it for now. Also, for next year need more clarification about the recommendation letters etc.

4 – People have already been chosen for the search committee for Dean's Secretary position. Marie said that we should have a session for candidates to meet staff (non faculty positions). Michelle will speak with dean.

5- Should have around thirteen families attending the May staff picnic.

6- Decided to have a spring and fall meeting get together. Decide later whether lunch or outdoor. Spring should be outdoor. Mentioned for fall might also want to do something constructive that goes along with our get together such as can goods for women's shelter

Meeting adjourned 9:40 am

Respectfully submitted,
Earnestine Burns