

Staff Advisory Committee Meeting Minutes
October 9, 2007
Location: 116 Deike Building

Attending: Rachel Altemus, Larry Achterberg, Carolyn Clark, Denise Kloehr, Denise Kowalski, Barbara Rigg, Erin Rogers, Linda Spangler, Diane Yoder

- Dean Easterling joined the meeting
 - SAC committee members introduced themselves to the Dean
 - Barbara Rigg briefed the Dean on recent SAC business
- 100% on the job award
 - Barbara handed out updated guidelines for On-the-Job 100% Award.
 - New guidelines provide additional reminders about policies regarding routine appointments, family sick time, etc., and how to note these on attendance records
 - Barbara explained to Dean that some employees had expressed concern about fairness of the award
 - Dean Easterling is supportive of the award. He recognizes factors that make it difficult to be a completely level playing field but sees value in rewarding individuals who can take a day off but don't
 - Larry reminded us that time cards should be done within a week of last day of month
 - Changes to draft guideline were approved by SAC members and will be posted on SAC website.
 - Barbara and Rachel are to compose an email announcing coming deadlines for the On-the-Job 100% award
- Shopping Trip
 - SAC members should remind staff about the shopping trip on Nov 10
 - Meet at Fullington for trip to Grove City
 - \$25 per person
 - If necessary, will open bus to others (guests of staff)
- Dean's Luncheon
 - Staff Gift
 - SAC committee members polled their departments on top gift choices and provided results
 - Results were tallied
 - SAC members will secure price estimates for top three choices
 - Information on top three choices will be forwarded to the Dean
 - Dean will choose staff gift
 - Barbara will order staff awards (Circle of Excellence, Future Star and EMS Ambassador) this month; names of winners will be given to Sue Hull in December for customizing
 - Stacey will order the On-the-Job 100% gifts

- Deans' Luncheon
 - Rachel will compose invitations
 - Larry will provide labels for invites
 - Linda will work on programs
 - Erin and Denise Kloehr will handle RSVPs
 - Barbara will secure photographer
- Denise Kloehr volunteered to serve as secretary for SAC

Next SAC Meeting to be held on November 14 at 9 AM in 116 Deike Bldg.