

Staff Advisory Council, Policy Committee Meeting Minutes of the Meeting of April 20, 2011

Member Attendees:

Charlie Knox (Committee Co-Chair)
JC Scharf-Deering (Committee Co-Chair)
Michael Payne
Jim Prince
Dominic Dorazio

The meeting began shortly after 3 pm.

Meeting Minutes

The minutes for the meeting of February 16, 2011 were submitted for review. Members accepted the minutes as presented.

Member Information and Discussion

The meeting planned for March 16, 2011 was cancelled. Carolyn Gerich (Case Employee Relations Specialist, Human Resources) was unable to attend today's meeting of April 20, 2011. No policy was submitted for review.

JC Scharf-Deering noted that the membership was polled to determine if the meeting schedule for 2011 should remain in effect as the 3rd Wednesday of the month. The survey to Members included a request to see if changing the meeting time to earlier in the day would assist attendance based on availability. The results of the survey determined that the meeting time would remain as scheduled for 2011.

The Co-Chairs again affirmed the commitment to attempt to send out policy for review at least one week prior to the meeting. Members unable to attend always have the option of submitting requests for changes. There was no further discussion on these matters.

Charley Knox agreed to move forward with updating the information about the Policy Committee and meeting schedule on the Staff Advisory Council website. JC and Charley agreed to review the information and attempt to make sure that the current meeting schedule was posted on the website. As per discussions at the General Council meetings, efforts to update the website and information are being headed by the Communications Committee, who may also be able to assist with completing the website updates.

Members discussed the allocation of handicapped parking spaces, particularly at the Sears Building. The Members agreed to request that consideration of the allocation of handicapped parking spaces be presented to the Parking Advisory Committee. Michelle Adams, a Member of the Policy Committee who works in Parking Maintenance, was not in attendance at this

meeting, but may be able to clarify how often the Parking Advisory Committee meets. Employees who have specific questions or concerns were directed to contact Access Services and Benefits directly to resolve any emergent, pending issues.

Policy Review and Discussion

No policy was submitted for review and discussion.

Policy Review and Discussion for Future Meetings

The Members discussed that if there is not new or urgent policy for review, with guidance from Carolyn Gerich, the Policy Committee could undertake the regular, routine review of the policy manual.

Announcements/Next Meeting

The next meeting of the Staff Advisory Council, Policy Committee Meeting was planned for **Wednesday, May 18, 2011, 3 pm, Department of Astronomy Conference Room, Sears Library Room 563.**

The meeting was adjourned at 3:25 pm.

Respectfully submitted, JCSD