2013 Clerical Employee Round Table  
Thursday March 21st 2013  
9:00am -10:30am

Attending: Rosemarie Archer, Tammi Cherra, Elisa Cosner, Gemma Davis, Barbara Eagen, Kym Fetsko, Mary Fran Galat, Kevin Kocur, Jean Mastri, Betty McNulty, Cathy Schneider, Lynn Scramuzza, Patti Tetrault, Eve Walsh

I. Welcome and Introductions - Kym Fetsko

II. Roundtable Purpose – Diane Lang

AWS/Performance Management System/Handbook Update - HR Representative

- AWS is up for renewal June 1
- No major issues
- Language needs to be tweaked
- Program designed to meet a specific need an employee might have
- If employee has concerns with supervisor or Vice President support, they can reach out to HR

Performance Management System

- Deans are now in full support of Performance Management
- Still not campus wide

Human Resources Handbook Update

- Still work to be done, before sending to cabinet for approval
- June 2013 distribution anticipated
- Electronic copy and possible hard copy
- Updated HR Website will be up in the next 3 weeks

Angel Group Update - Lynn Scramuzza

- If you have something to add to the discussion group now is the time
- Lynn is going to look into targeted training

Staff Meal Plan - Jamie Hayes

- Debit meal plan has been created
- 6% bonus will be added to 100.00 deposit

Employee Daycare
(Report from Pauline on Staff Senate Website)

Staff Spirit Award

- Award will honor University Staff specifically
- Employees should be recognized for their efforts
- Nominate and nominate often
• Honorees will be chosen once a month
• 1 month reserved parking, if you do not have parking sticker you can opt out for a
  50.00 meal stipend through ARA

Sursum Corda Award
• Please consider nominating someone for Sursum Corda
• Provide what information you can in terms of content
• VP is the one who writes the official Biography

Open Floor
• Staff Senate Meet The Candidates luncheon on Tuesday April 2 at 11:30 am
• Elections will open up immediately following the luncheon
• You can nominate any constituency
• Encourage everyone to vote
• Computers available in library/McDade Center for staff who may not have regular
  access
• Wellness Day Wednesday March 27th 2013