

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**