

PROFESSIONAL & PARA PROFESSIONAL CONSTITUENCY ROUNDTABLE

October 21, 2013

Brennan Hall 228

AGENDA:

Review Round Table Para-Professional and Professional summary report from March 21st, 2013 Roundtable event.

Meg Cullen-Brown welcomed the staff members to the event. A summary report from the October round table event was distributed. No comments were made with respect to the October report. Two new topics and a continued discussion on improving the round table format were covered during the March round table. Topic one was about wearing jeans on a non-jean wearing day. The section in the draft staff handbook was read that applies to professional attire. The handbook places authorization for approval of attire on the area supervisors and at the discretion of the divisional VPs. The second topic was on donating time to other employees. A very good discussion was had and it was determined that the topic would be given to the senate for next year to see if they want to pursue it further. The topic had been discussed in length a few times in the past. But from the round table discussion, it appears it may need further review with respect to need, banking time, managing a time bank program, and understanding better our existing benefits. The round table format discussion included, is break the best time for the meeting, we had about a 15% turn out, communications seemed to work well with Joe W. help, and we should get an agenda out earlier (not just a paragraph listing the topics.

1. Review topics from March 2013 meeting.
2. New topics solicited from Professional and Para Professional staff for this roundtable.
 - a. One day retreat for Administrative Assistants (phone etiquette; cost-saving suggestions; standard correspondence issues; supportive roles, etc.).
 - b. Add or revisit the current policy of the two, distinct lists of colleges and universities provided by Human Resources for tuition remission for dependent children. The faculty union negotiated for the Tuition Exchange Program list while staff was provided the Council of Independent Colleges list. Upon examining both lists, you will see the disparity between them.
 - c. Discuss how departments handle time for Wellness Activities.
 - d. Revisit topic of banking and donating sick/vacation time to other employees.
 - e. Discuss how sick, personal and vacation time can be spent.
 - f. Revisit topic of partner benefits.
 - g. Present possible format for Vice Presidents' presentations twice per year. Discuss with the group the topic and collect feed-back.
3. Schedule a spring 2014 roundtable.