

PROFESSIONAL & PARA PROFESSIONAL

CONSTITUENCY ROUNDTABLE

March 21, 2014 Brennan Hall 228, AGENDA:

1. Welcome and pass out agenda and draft notes from October meeting.
2. Reminder about the upcoming nominations and election for the Staff Senate.
3. Review topics from October 2013 meeting and updates.
 - a. Best Practices Work shop for administrative assistants.
 - b. Tuition benefit differences between staff and faculty.
Meg update.
 - c. Rules for handling time to participate in Wellness activities.
Ad Hoc Committee was set up and is working on this topic.
 - d. Banking of and donating sick time to other employees.
An Ad Hoc Committee maybe set up in June following the seating of the new senators and officers. Topic is important to the senate.
 - e. Partner Benefits
 - f. Vice Presidents' Informational forums.
 - g. Improving Roundtable events.
4. New topics solicited from Professional and Para Professional staff for this roundtable.
 - a. Mission Time policy update.
 - b. Best Practices work shop for administrative assistants.
Possibly a topic to give to the Clerical Senators?
5. Fall 2014 Roundtable event.