

## Updates to Follow Up Actions List for

### Clerical Round Table Session on Thursday October 18<sup>th</sup> 2012

1. The purpose of this document is to record the issues that require follow up by the Senate
2. The following issues are deemed important and the Clerical Roundtable Committee has been decided to do the following:

**a. Banner Training**

**Issue:** Training for employees is needed.

Discussion suggested the "Angel" training would be a good starting point.

**Action:** Lynn Scramuzza has coordinated training with Richard Walsh and will arrange a Training session when Richard completes the training package.

**Update:** Angel Training notice sent out to 143 Clerical Staff Members  
1 Paraprofessional Staff member registered for training  
31 Clerical Staff members registered for training.

**b. Alternate Work Schedule**

**Issue:** Employees voiced concerns that they were not fully aware of procedures to be used to make requests

**Action:** Committee recommends that this be discussed at a staff senate meeting and possibly be taken to UGC or to our liaison so that the chain of command can Consider further actions.

**c. Staff Meal Plan**

**Issue:** There is interest in such a plan by the clerical staff.

**Action:** Jamie Hayes is continuing to work on the issue and welcomes further Questions, ideas, and concerns from all staff.

3. The following issues were discussed and deemed important enough to continue work by the committee with the aim of revisiting at the Spring roundtable:

- University Logo'd attire
- Royal Card discount for outside services
- Daycare for University employees

**Update:**

Lynn Scramuzza is scheduled to meet with Marian Farrell , former Chair for the Committee on The Status of Women to gather information that had previously been collected on the issue of daycare.

4. The report will be emailed to all staff members who attended the roundtable and will be filed/available on the staff senate website.