

Staff Advisory Committee
PCR/Virtual Meeting
May 05, 2022

Members Present: Margo Dirkson, Shana Eads, James Goad, Carrie Harris, Susan Henry, Michelle Holm, Corinne Johnson, Bethany Jones, Andrea Kruszka, Charlene McClain, Autumn McDaniel, Kim Meredith, Waldhys Odoli, Sarah Starkey, Angie Wells

Members Absent: Kathy Faulkner, Amy Foster, Joni Gilmore

Others Present: President Oldham, Lee Wray, Kim Vedder, Donna Schrock

Summary:

Approved Agenda

Approved March 24, 2022 minutes

Discussed Summer Work Hours

Nominations for Administrative Council

Discussed Clerical & Staff Day

Discussed Board of Trustees Breakfast

Comments by the President

Proceedings:

Chair Andrea Kruszka called the meeting to order at 1:34 p.m. Bethany Jones motioned to approve the agenda for May 5, 2022. Angie Wells seconded. Motion APPROVED.

Wells motioned to approve the March 24, 2022 minutes. Jones seconded. Motion APPROVED.

Wells presented a request to have summer hours during the months of June and July. Wells passed around handouts documenting area universities currently do summer hours. Wells stated that Tennessee Bureau of Regents standards summer hours with four possible work schedule options. President Oldham stated that he would be supportive at looking into what it would look like for Tennessee Tech. Wells added one thing that would interfere would be SOAR and suggested that Tennessee Tech could pilot it this year.

President Oldham replied that Tennessee Tech would need to maintain functionality and would prefer something that was standardized, fair and equitable across the institution. Oldham added

maintenance were asking for as many hours as employees could give and it would be rough on them. It was noted that the summer hours would be the same number of hours just how it was organized. Oldham acknowledged that there may be a slightly different approach with facilities

Kevin Vedder asked if we wanted continuity of operations Monday through Friday? He added that someone could work Monday through Thursday and have Friday off while others may work Tuesday through Friday and have Monday off. The office would always be open. Employees would work longer days to get the one day off. Goad added that facilities may get more work done in a longer day because you are not packing up and leaving. Oldham noted that some departments may not be able to have Friday off. Charlene McClain added that the Library had more visitors in the summer than during the semester.

President Oldham suggested that Vedder come up with two or three possible models. Vedder agreed that with some objectives and initial preferences we can come up with the most standardized model to start with. Wells added if schedules were staggered then employees could back each other up. Vedder agreed it is manageable we just need to figure what would be the best thing to do for the workforce. Discussion continued regarding longer hours, breaks, productivity and what other Locally Governed Institutions (LGI) were doing. Goad did not think his Department, Res Life, would be able to adjust their hours. Vedder added if not all departments were able to adjust hours was there something else that can be done to address them?

Wells will reach out to other area universities to see what their details are for their summer hours. Vedder requested to send him more information on what other LGI's are doing and what schedule models the committee preferred. It could include up to 800 staff. A pilot program may be beneficial.

Kruszka asked members to write down a nominee for a clerical/staff representative to be on Administrative Council. Donna Schrock collected ballots and read off the top two highest nominees; Bethany Jones and Amy Foster. Bethany Jones was elected as the support staff member to the Administrative Council for the 2022-23 academic year.

Kruszka updated the Clerical and Staff Daytime committee. Each member was emailed the

