

## **RCHSS Staff Association Meeting Agenda**

FEBURARY 7, 2023 | 9:00 AM - 10:30 AM

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- I. Welcome and Introduction of new RCHSS – Office of the Dean staff – Dr. Ruth Goldfine
  - a) Gigi Grasser (Dean’s Office)
- II. Security Camera Training – Stephen Schulze
  - a) Security cameras will be installed in several suites. If any issues reach out to him.
  - b) Stephen mentioned that door chimes will be install as well.
- III. Staff Awards – Dr. Ruth Goldfine
  - a) It is time to solicit nominees.
  - b) Asked how the awards need to be conducted moving froward.
- IV. Staff Survey – Dr. Ruth Goldfine and Tiffany Layden
  - a) Discussed creating a baseline multiple choice survey each six months to see if it is an improvement.
  - b) Dr. Goldfine asked to think about three things that need to be discussed next meeting.
  - c) A follow up meeting will be set up by Qing Qing to continue salary discussions.
- V. Introduction of New HR Generalist, Melinda Lambert – Tiffany Layden

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- a) Questions were asked about salary and benchmarks.

VI. E-performance – Tiffany Layden

- a) Talked about performance evaluations and tools to help complete them.
- b) Shared HR point of contacts information and asked if they are any issues to schedule an appointment with her.

VII. Power Forms – Brayden Milam

- a) Asked if anyone needs forms created.
- b) Informed that there is no payment amendment forms in the system.
- c) Said that only forms used in frequently are in the system.

VIII. DocuSign and dean's office reminders – Qing Norris

- a) Explained the process of signatures for payroll amendment forms for faculty.
- b) Informed of the types of forms that need to be routed to her.
- c) Reminded that when submitting a Blackbaud request, an email needs to be sent to her.

IX. Staff Senate Updates – Susanne Rothery

- a) Give updates.
- b) Asked if everyone received the email she sent with updates.
- c) Talked about TAP applications.
- d) Continue salary discussion.



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NORMAN J. RADOW COLLEGE OF  
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### **X. Miscellaneous**

- a) Qing Qing will follow up with the compensation topic.
- b) Who should be in the awards process committee.
- c) Qing Qing proposed to have five staff members for the committee.