

Staff Senate Fall Clerical Roundtable
October 14, 2014, 9 a.m. LSC 127
In attendance: 18 Clerical Staff, 3 Clerical Senators

Discussion topics were submitted in advance and raised from the floor.

How can one progress from Clerical Staff to Professional classification at the U of S?

Although this is not really a topic for Staff Senate to address we allowed and participated in the discussion sharing experiences and knowledge.

An issue was raised regarding some paraprofessionals who have no college credits, while some clerical employees possess bachelors and masters degrees.

A question was raised regarding the fact that not all position openings are posted, but instead filled at the discretion of the supervisor or Vice President of the division.

A discussion took place regarding the classification and grade level system and it was noted that these issues will be addressed in a Compensation and Classification review which the University plans to undertake in the near future.

Some clarification of the classification and grade level system was provided and it was widely acknowledged to be helpful.

Question was raised as how to better ourselves and raise our level, what criteria makes the difference?

Concern was expressed for equality and fairness for all clerical staff, noting that secretaries are currently handling much more work and responsibility than ever before in ways that are not reflected in job descriptions.

Uneven distribution of workload due to the varying number of faculty members per department was discussed among faculty secretaries within the group. In some situations, this can become difficult to manage due to the volume of work and the expectations from each member of the department.

Concern was raised regarding secretaries proctoring exams and being a witness to alleged cheating. Faculty secretaries are put in a difficult position when they are asked to proctor exams and this practice is not part of their job description.

A discussion took place regarding the Student Government initiative to have faculty office hours posted on-line for students. Many adjunct faculty have office hours by appointment only and that is not an option on the form. Faculty can only enter their own hours while all faculty secretaries can access any faculty member's hours and make changes raising security concerns that need to be addressed. There are also IT issues relative to this form. It was recommended that since this was a Student Government initiative, issues should be addressed to the Student Government President. *Ms. Palko forwarded the concerns to Student Government via e-mail on October 15, 2014.*

The question of Staff Emeritus was raised, noting that this was brought to the attention of HR in the past. No one was aware if there had ever been something done about this. Faculty Emeriti receive or retain several benefits including email and use of facilities