Staff Advisory Council

February 11, 2016

Skutt Student Center, Room 209

Attendance: Charise Alexander-Adams, Jordan Bellanti, Lynne Caruso, Joann Crinklaw, Karen Dixon, Mary Emmer, Jasmine Harris, DeDe Hedlund, Susan Jenkins, Felicia Nuno, Sarah Oliver, Nicholas Orsi, Nancy Smith, Sarah Taylor, Shavonne Washington-Krauth

Call to Order – 1:05pm

Reflection – Jasmine Harris

1. New Business
   o SAC will ask Fr. Hendrickson to provide an informal welcome to the new members of SAC at the July Meet & Greet meeting.
   o A frequently asked question (FAQ) section will be created from the anonymous feedback questions to appear on SAC’s website to alleviate space on the site from previously repeated questions. A filtering process will be created to vet the questions for inconsiderate language, repeat questions, and complaining/griping sessions. Sarah T. and Charise A. will write the disclaimers for staff to check the FAQ section before submitting a question and that their questions will be paraphrased when submitted. This change will be sent out in the monthly communication.
   o To address staff concerns regarding HR, SAC will begin to highlight the HR Department and the HR Generalists in the monthly communication. After this other departments/areas will be highlighted.
   o 14 individuals have been nominated for the Rookie of the Year Award. Nominations close 2/12. Sarah O. will put the nominations into Blue Q for SAC members to vote for 1 person. Lynne C. will verify the length of employment.
   o SAC has been presented with an opportunity to co-sponsor an electronic recycling day for faculty and staff with the Sustainability Council. Sarah T. will get more information from Mary Duda. SAC members decided it was a good idea. Decision to be turned in by February 12th. Suggested date should be around the time when students are moving out because of all the electronics (i.e. printers) are left behind.
   o SAC members discussed their views of the President’s Convocation Address. Takeaways included: Fr. Hendrickson has a focus on governance and hopes that staff is brought to the table (Sarah T. will ask about this structure); if Administration Accountability is successful it may be able to see this at the managerial level; the Mall between 24th Street & Harper Center will be remodeled; and staff was not mentioned specifically in the address or included in a lot of the “thanks”.
2. Reports
   o Treasurer’s Report – Shavonne
     i. Balance of $2,533.22
        a. Purchased 180 Valentine Day Cards and 2,000 suckers
   o Human Resources – Lynne
     i. Performance evaluation goals are due by March 31st.
     ii. Parental Leave policy is updated on the website.
        a. Changed from using 4 weeks paid in first 12 weeks to being able to use it in the first 12 months.
   o Joann C. will update SAC brochures, order 100, and send invoice to Shavonne.
   o Nick O. reported that room 209 is not equipped to record. He also reported that 7 people have RSVP’d for the President’s Luncheon on February 23rd. 12 are needed.

3. Subcommittee Reports
   o No reports

4. Work Time
   o SAC members stuffed Valentine candy bags for delivery on February 12th.