

Staff Advisory Council
Meeting Minutes
March 24, 2014
Skutt Student Center 209

Members Present: Joann Crinklaw, Carolyn, Michelle Pope, Dave Barnum, Justin Burgett, Justin Carter, Terri Faga, Colby Bradfield, Kristie Denne, Chris Karasek, Lynne Caruso, Ed Grudle

The meeting was called to order at 1:00 p.m. Minutes were approved with corrections.

1. Chair Report:

- Chris asked if anyone had any feedback from the shared services meetings. Some comments that were made were: effective, it seems like after going to the meeting “the pie fits together”, some staff were in tears and felt like they did not belong and then some felt it was a great experience.
- Chris updated us on the website. Members will be taking Typo 3 tomorrow morning. Some items we will be putting on the website are: instruction for phone app, workplace perks (when it’s ready to launch) and SAC Sensational deals.
- Justin Carter announced that the Safety Committee is sponsoring a Self Defense Course. The dates and where are still being finalized but it is will be in April. Black belts will be doing the class and Public Safety officers will also be there for moral support.
- Chris reported that a procedure on how to market SAC is being worked on and will be brought to the committee when it is completed.
- The committee will replace Sharalyn Steenson vacancy at the next election.

2. Other reports:

- Vice Provost for Mission and Ministry: The committee met with Dr. O’Connor and Father Lannon today and an announcement should be made soon.
- Vice President for IT: Chris reported that the job has been posted and meetings are starting to be scheduled.
- Vice Provost for Student Life: Sandra and Nick have been to two presentations and they would like this position to be filled by July 1.
- Retirement Planning Committee: Chris serves on this committee and the committee has put together a package for staff. The Executive Board received the package very well. The staff package will be presented soon and the next phase will be working on a faculty package.
- Rookie of the Year: It went well and there was a good turnout of nominations. Congratulations to Jeff Peak for winning this year’s award.
- President’s report: None.
- Treasurer’s report: Our balance is \$1,607.32 with \$21 taken out for the Rookie of the Year frame.
- Human Resources Report: The performance management system will be out soon. There will be employee and manager training offered. There was discussion about possibly having ipads loaned out for those who don’t have access to a computer. There are a small percentage of those that do not have a computer.
- Backpack Campaign: Our goal is 5000 crayons for the backpacks. Michelle said that the “kickoff” is April 23 at the Kroc Center. She also passed out flyers for all of us to distribute within in our areas. Also Salvation Army kettles will be given to Caroline, Michelle, Nick and Justin Burgett. Michelle will check to see if Sue Mangelson would have one located at the library.

3. Sub-committee Reports:

- Nominating: Dave reported that we will begin to look at SAC elections for those that will be leaving. We will start in April gathering information of what areas we need to solicit nominations and then seek nominations.
- Staff Service: The backpack campaign had already been discussed. Caroline reminded us that the Clean up the Park for cigarette butts is May 31 and that volunteers are needed. It will be from 9-11. There will be t-shirts and gloves provided. The butts will be collected and presented to the City Council.

- Staff Relations: Justin Burgett reported that the expo went well. He said that some staff didn't know that SAC existed. Justin will work with HR in putting our SAC post it notes in the New Employee packet. There was some discussion regarding the scavenger hunt for staff. Justin will be meeting with the marketing person at Mid-Town Crossing next week.
- Standing Rules: The subcommittee is working on procedures for marketing.

4. Upcoming Campus Events:

- Sourcing Expo – March 4, 10 a.m.-2 p.m. – Skutt Student Center Ballroom
- Town Hall – March 25th, 3 p.m. at the Harper Center
- Father Lennon will be speaking to SAC on April 10 from 1-2 p.m.

5. Speaker: Kelly Tadeo Orbik, Associate Director from CCSJ spoke to us regarding the 25th anniversary of Jesuit Martyrs of El Salvador. We will be commemorating this anniversary for one year. There will be a series of videos, lunch hour discussions, etc. Kristie Denne is serving is on one of the subcommittees for the anniversary Commemoration. Anyone that would like to serve on a subcommittee for this is more than welcome and the first date is March 24 in SC 105 at 3:00 p.m.

Adjournment: The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Terri Faga, Secretary