

# Staff Advisory Council Meeting Minutes

SAC June Meeting		
6.9.2016	1:03pm	Skutt , Rm 209
Meeting called by	Sarah Taylor	
Type of meeting	General Monthly Meeting	
Facilitator	Sarah Taylor	
Note taker	Jasmine Harris	
Attendees	Charise Alexander-Adams, Lynn Caruso, Mary Emmer, Ed Grudle, Jasmine Harris, Keith Kozak, Susan Magnuson, Felicia Nuno, Sarah Oliver, Nicholas Orsi, Sarah Taylor, Shavonne Washington-Krauth	
Reflection	Sarah O.	
Approval of Minutes from May 5, 2016		
Discussion	No changes submitted. Motion for approval by Mary E. and seconded by Charise A. The motion carried.	
Conclusions	Minutes approved.	
Action Items	Person Responsible	Deadline
Election Updates		
	Sarah Oliver	
Discussion	Names of newly voted in SAC and President Committees members will be included in the SAC newsletter. Treasurer for the Committee on the Status of Women is stepping down, so a notice for election between the two runners-up from the previous committee election will be made. Benefits Committee needs a replacement. A call for nominations will be sent out via SAC Newsletter for deadline of 6/17/16. President Committee Reps should come to a SAC meeting once a year to report on the committee. The request should come from the chair person to report out at a Fall meeting.	
Conclusions	Names of newly voted members will be sent out to SAC members through email. SAC members will vote for Benefits Committee and Committee on the Status of Women members.	
Action Items	Person Responsible	Deadline
Include all new committee members (SAC and President Committees) in the SAC newsletter.	Sarah T.	
Benefits Committee nominations and election.	Sarah O.	6/17/2016 for Nominations. 7/6/16 for Elections
SAC Spotlight		
	Sarah Oliver	
Discussion	Department spotlight for June is The Center for Academic Innovation (CAI). CAI makes sure new programs are feasible for the schools; help with new, innovative ideas for teaching; and make sure HLC requirements for distance and blended learning are met.	
Conclusions		
Action Items	Person Responsible	Deadline
July's SAC Spotlight	Charise Alexander-Adams	7/14/2016

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HR Committee		
	Mary Emmer	
Discussion	Have not heard back to determine if it's okay to post slides from committee meetings through SAC. It is okay to put the link to the myHR website.	
Conclusions		
Action Items	Person Responsible	Deadline
Next HR Committee meeting 6/22/16	Mary E.	6/22/16
HR/MLK/Finance Search Committees		
	Mary Emmer, Sarah Taylor, and Nick Orsi	
Discussion	HR Committee - Have not heard back to determine if it's okay to post slides from committee meetings through SAC. It is okay to put the link to the myHR website.	
	Finance Search Committee – No updates. Announcement of pick should be made soon.	
	MLK Committee – Committee is in preliminary planning stages. Needs help publicizing events (especially with people coming back from break when the events happen). Also needs help getting people interested.	
Conclusions	Sarah T. and Sarah O. will split attending meetings.	
Action Items	Person Responsible	Deadline
Attend the upcoming HR Committee meeting	Mary E.	6/22/16
Attend the upcoming MLK Committee meeting	Sarah T. & Sarah O.	
Website Updates		
	Sarah Taylor	
Discussion	Looking for a volunteer from SAC with Typo 3 experience to maintain/update the SAC website.	
Conclusions	Mary E. will help volunteer and Keith K. will be a backup volunteer.	
Action Items	Person Responsible	Deadline
Website updates to be included as an agenda item for upcoming meeting.	Sarah T.	08/11/2016
Discuss SAC Representation (Level A-D)		
	Sarah Taylor	
Discussion	Questions that need to be considered include 1)how many people are represented in these levels, 2)what Generic job titles are included in these levels, and 3) do they want to be represented by SAC.	
Conclusions	Standing Rules Committee will research these topics and present information at the August meeting.	
Action Items	Person Responsible	Deadline
Research titles and number of staff at level A-D.	Sue M.	08/11/2016

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President's Luncheon		
	Keith Kozak	
Discussion	Proposal for selecting individuals for the President's Luncheons was submitted by the Staff Relations Committee.	
Conclusions	Each SAC Rep is responsible for submitting 2-3 names of potential attendees. An updated list of staff members will be sent out in July for areas. Keith K. will help coordinate the luncheons with the President's Office.	
Action Items	Person Responsible	Deadline
Submit 2-3 names of interested individuals to Keith K.	All SAC Reps	08/11/2016
Letter to the President		
	Sarah Taylor	
Discussion	The letter should be received in an official manner versus email.	
Conclusions	A hard-copy of the letter will be sent through intercampus mail to the President's Office and a follow-up through email should occur if he hasn't responded.	
Action Items	Person Responsible	Deadline
Letter to the President to be sent to the President's Office	Sarah T.	6/10/2016
Treasurer/Human Resources Reports		
	Shavonne Washington-Krauth, Lynne Caruso	
Discussion	Treasurer's Report - Account Balance: \$2,338.11. Funds will be rolled over from this FY year into the next FY year. \$90 and six packs of paper have been collected so far for the Backpack Campaign. SAC Reps are	
	Needed to attend the media day for the Backpack Campaign on 7/19/2016. Charise A. will email info for volunteers. SAC will purchase a farewell gift for Colette thanking her for her service to the University.	
	HR Report – Employee Performance Reviews are due by 8/1/2016. Individuals must apply for the Employee Emergency Fund which is then reviewed by a committee. A dollar amount is processed through payroll and is subject to tax.	
Conclusions	All SAC Reps are asked to do one last push this week for donations for the Backpack Campaign.	
	SAC decided on a Peggy Karr glass clock for Colette.	
Action Items	Person Responsible	Deadline
Purchase farewell gift for Colette.	Shavonne W.	06/30/2016
One last Backpack Campaign donation request from areas	All SAC Reps	06/17/2016
<b>Adjournment</b>	2:25p	