

Staff Advisory Council Meeting Minutes

SAC April 2019 Meeting			
4.11.2019		Time 1 pm	Skutt 209
Meeting called by	Craig Weber		
Type of meeting	General Monthly Meeting		
Facilitator	Craig Weber		
Note taker	Mary Duda		
Attendees	Sheri Bacon, Terry Begley, Monica Chapeau, Mary Duda, Dave Feder, Amy Guziec, Carissa Loughrey, Raven Ortolan, Jeanna Reusink, John Rumbaugh, Brian Tuttle, Angie Wayman, Craig Weber, Teddi Wiegand, Lynne Caruso, John Darwin, Tracy Gady. Adam Haakenson stayed for the Spotlight and had to leave.		
Reflection & Spotlight			
	Monica Chapeau gave the Reflection. Tim Herron gave the Spotlight for Adam Haakenson		
Approval of Minutes from March 2019			
Discussion	No changes		
Sheri made a motion to accept the minutes. Jeanna seconded. Motion carried			
Conclusions	Minutes approved		
Long-term planning			
	Raven Ortolan		
Discussion	Raven developed an Excel spreadsheet, available in the shared drive, to track these projects. A BlueQ survey has been developed and will be sent out to staff by the end of April. SAC members are asked to review the list and see if there are any changes/updates/additions.		
Action Items		Person Responsible	Deadline
Review list. Make any changes		SAC members	ASAP
Send out survey		John and Raven	End of April
SAC Officer Elections			
	John Rumbaugh		
Discussion	Thank you to everyone that nominated someone and/or voted. 17 people voted. Mary D ran unopposed for secretary. John Rumbaugh will be the new vice-chair. There was a 2-way tie for treasurer. Carissa ceded to Monica, who will be the new treasurer.		
Conclusions	Congratulations to the new officers		
Action Items		Person Responsible	Deadline
New officers to attend Exec Team meetings with outgoing officers starting in May.		John and Monica	May meeting
Mary D to invite them to meetings		Mary Duda	ASAP
Staff work day			
	Angie Wayman		
Discussion	Reminder that the staff outdoor work day in conjunction with Facilities Management for Earth Month is at the end of the month. You can use volunteer work time for this.		
SAC Member elections			
Discussion	Reminder that elections are coming up for SAC members. More details forthcoming from Nominating Committee.		
Vote on Update to Standing Rules			
	Amy Guziec		
Discussion	Two small changes to clarify who is voting for area rep and presidential committees. Changes passed unanimously.		

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Tiered parking costs			
	Angie Wayman		
Discussion	A question was raised about the possibility of having “tiered” parking prices tied to pay scale. This was discussed 3 years ago on SAC and was not pursued for several reasons. It would be too complicated to implement; if parking is tiered, why not health care or other benefits?; parking is optional; everyone has the same access to the same spots. Deans/VPs, etc (with silver parking stickers) do pay more.		
Conclusions	This initiative will not be pursued.		
Speakers for 2019-2020			
	Mary Duda		
Discussion	Are there any speakers we would like to have at SAC meetings next year? Mission & Ministry to discuss offerings for staff. Chris Whitt, VPIDI for an update (he came to talk shortly after he started).		
Action Items		Person Responsible	Deadline
Send ideas to Craig and/or Mary		SAC members	
Sustainability/ordering issues for catering/Sodexo			
Discussion	Three aspects to this discussion: 1. Craig has seen other schools offering leftover food to food pantries, etc. Can this be done here? A program used to be in place that did this but seems to have been discontinued. Belyna Bentlage and Lucas Novotny are the ones to ask about this. Liability prevents Sodexo from giving food away (as at catering events). 2. When ordering for a catering event, there is typically way too much food. Is there a way to share tips for ordering from those that order quite a bit to those that don't order often? 3. You can request china (reusable dishes and silverware) for any catered meal on campus free of charge. This is more sustainable than disposable dishes/silverware. If you are charged, contact Lucas and the charges will be removed.		
Chair meeting with Fr. Hendrickson			
	Craig Weber		
Discussion	Craig will be meeting with Fr. Hendrickson later this month. What should he bring up? Leadership transparency, 360° reviews, low staff morale.		
Events timeline			
Discussion	Reminder to subcommittee co-chairs to develop a timeline and Standard Operating Procedure for any events that they work on. (Cocoa Cart, backpack item collections, elections, etc)		
Action Items		Person Responsible	Deadline
Upload timelines and SOPs to shared drive		Subcommittee co-chairs	ASAP
Wellness Days			
Discussion	A SAC member was approached about the possibility of adding “Wellness Days” to our benefits. These would be to take a day off due to stress and needing “a day away” but the person is not physically ill. This would allow them to not be scrutinized for taking a sick day but leaving the house. Discussion about this ensued. Some comments/questions: Would this be in addition to or instead of current sick/vacation days? Supervisors should not be asking why you are taking a day off. This is an issue of the interpretation of a “sick day”. Lynne can bring it up to HR but probably needs specific language and possibly needs to go to Benefits Committee.		
Conclusions	Tabled and sent to Standing Rules subcommittee.		
Staff Matters Heard			
Discussion	Crossing 24 th street is dangerous. Discussion: This has come up on the Campus Safety Committee fairly frequently. People need to press the button and wait for the light to change. Apparently the contractors cut a wire to the button on the northeast corner, but it is now fixed.		
Reports			

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Human Resources: Performance management system is open for self-assessments. Deadline is August 1	
President's Office: Exec. Committee of the board meets in May. For the September board meeting, Trustees Emerti will be invited to an abridged afternoon meeting as one part of reconnecting with these trustees.	
Presidential Staff Rep: Tracy has moved to a different department and is following up to see what her role is. There was no President's Council meeting in March.	
Treasurer: The tablecloth has arrived. There is about \$780 in the account; SAC should be receiving \$2,000 in August.	
Vice Chair: No report; two comments that have been put in New Business	
Secretary: No Spotlight next month; Teddi has the Reflection	
Chair: Thank you to everyone who nominated someone for an office and/or voted.	
Subcommittees	
Service: Did not meet	
Staff Relations: Did not meet	
Nominating: Want to change bylaws to specify that each representative will cover 50-75 people. This keeps the council to about 21-22 people and accounts for some areas where there are slightly more than 50 people. Will be sending more info to Standing Rules Committee. SAC rep elections are upcoming and a call for nominations will be next week. Those that are filling in for a term are encouraged to self-nominate. Craig will reach out to reps with attendance issues to see if they want to continue. The recently-elected Benefits Committee rep is leaving the university and will need to be replaced.	
Standing Rules: Discussed Wellness Day. Will be added to long-term planning survey. Discussion tabled until results come in.	
Adjournment	
Raven moved to adjourn. Amy seconded. Motion passed. Meeting adjourned at 3 pm.	