

Staff Advisory Council Meeting Minutes

SAC August 2019 Meeting			
8.8.2019		Time 1 pm	Skutt 104
Meeting called by	Angie Wayman		
Type of meeting	General Monthly Meeting		
Facilitator	Angie Wayman		
Note taker	Mary Duda		
Attendees	Terry Begley, Monica Chapeau, Mary Duda, Dave Feder, Kimberley Hallcock, Carissa Loughrey, Raven Ortolan, Erica Peterson, Jennifer Rasmussen, Jeanna Reusink, John Rumbaugh, Brad Schmidt, Brian Tuttle, Mervin Vasser, Angie Wayman, Teddi Wiegand, John Darwin, Lynne Caruso, Tracy Gady		
Reflection & Spotlight			
	John Rumbaugh gave the Reflection. Kimberley Hallcock gave the Spotlight.		
Approval of Minutes from July 18, 2019			
Discussion	No updates or changes		
Terry made a motion to accept the minutes. Carissa seconded. Motion carried			
Conclusions	Minutes approved		
Guest Speaker			
	Cherlynn Wilson		
Discussion	Cherlynn Wilson from IT-LS came to discuss the "Breakfast Bytes" series, a long-standing seminar in which IT raises awareness on campus of programs and applications that may be of interest. This is typically offered 3x/semester. The group discussed possibilities for times/locations and topics.		
All Things Ignatian Poster			
	Teddi		
Discussion	Teddi shared the in-progress poster, which looks good. There was discussion of some updates/changes.		
Conclusions	In-progress poster is a great start!		
Action Items		Person Responsible	Deadline
Finish poster		Teddi	8/30/19
Sign-ups for working at poster fair 9/12/19			
Work at poster fair			
Long-term planning			
	Raven		
Discussion	Raven brought the group up to speed on the survey and progress made so far. Each of the 3 items has become its own "agenda item".		
Pins for SAC members			
	Monica		
Discussion	Pins have been ordered and will be shipped shortly. Should be in for next meeting.		
Update on bereavement policy			
	Raven		
Discussion	No update since last meeting; waiting to hear back from HR/Molly Billings		
Update on Staff Professional Development proposal			
	Raven		
Discussion	Discussion among members on what to ask for.		

Staff Advisory Council Meeting Minutes

Conclusions	Best option is to advocate to help people utilize their professional development opportunities. For instance, publish a list of opportunities and advocate for staff to add these opportunities to their yearly goals.		
Questions for Fr. Hendrickson			
Discussion	Reminder that Fr. Hendrickson will be at SAC's next meeting; please bring your questions! The time is 12:30 instead of the usual 1 pm to accommodate lunch.		
SAC openings			
	Angie		
Discussion	Amy G is leaving the university and will need to be replaced as one of the School of Medicine representatives. At this time, SAC will also try to fill the vacant VPSL slot.		
Action Items	Person Responsible	Deadline	
Call for nominations and voting for new members	Nominating committee	ASAP	
Staff Matters Heard			
Discussion	There was a question about volunteer time that is not on the "approved" list. Can you still take volunteer time? If so, how?		
Conclusions	If your volunteer activity is not on the list, you can call the Division of Mission and Ministry to ask to have it approved. They will let you know one way or the other.		
Reports			
Human Resources: Schedule your SimplyWell screening! Nov. 5 is the Benefits/Wellness fair; open enrollment starts after that.			
President's Office: 5 new trustees starting in September			
Presidential Staff Rep: No report; President's Council has a retreat at the end of August			
Chair: No report; meets with Fr. Hendrickson at the end of this month and then every 2 months after that.			
Treasurer: July's lunch expenses haven't been posted yet.			
Vice Chair: No report			
Secretary: Terry Begley has both the reflection and the spotlight next month.			
Subcommittees			
Service: Thank you for backpack drive! Next up is the collection for the Veterans in November. Working on a list of places to have collection points.			
Staff Relations: No chair for subcommittee yet. Have contacted Santa Justin, Cocoa the Therapy Dog, Billy. Are narrowing down dates.			
Nominating: Need new reps for VPSL and SOM. Will put together a BlueQ survey.			
Standing Rules: No update yet; will look at bylaws for any needed changes.			
Adjournment			
Angie moved to adjourn. Raven seconded. Motion passed. Meeting adjourned at 3 pm.			