

# Staff Advisory Council Meeting Minutes

SAC September 2019 Meeting			
9.12.2019		Time 12:30 pm	Skutt 105
Meeting called by	Angie Wayman		
Type of meeting	General Monthly Meeting		
Facilitator	Angie Wayman		
Note taker	Mary Duda		
Attendees	Terry Begley, Trina Brungardt, Monica Chapeau, Mary Duda, Dave Feder, Kimberley Hallcock, Carissa Loughrey, Raven Ortolan, Liz Peer, Erica Peterson, Jennifer Rasmussen, Jeanna Reusink, John Rumbaugh, Brad Schmidt, Brian Tuttle, Angie Wayman, Teddi Wiegand, John Darwin, Lynne Caruso		
Reflection & Spotlight			
	Terry Begley gave the Reflection and the Spotlight.		
Approval of Minutes from August 8, 2019			
	Carissa made a motion to accept the minutes. Teddi seconded. Motion carried		
Conclusions	Minutes approved		
All Things Ignatian poster			
	Teddi		
Discussion	Teddi displayed the poster. Several SAC members will be attending the poster session later this afternoon.		
SAC openings			
Discussion	VPSL position still open. Will solicit nominees for this slot every time another nomination is open. New member to represent the School of Medicine has accepted the position.		
Pins!			
	Monica		
Discussion	The "pins" have arrived and were distributed. Should be worn when on official SAC business.		
Discussion with HR (combined with "Staff Professional Development" from Old Business)			
	Angie and John R		
Discussion	Angie and John were invited to talk with Janel Allen, head of HR. They told her about the current SAC initiatives. Janel was very receptive to the discussion and looks forward to partnering. She mentioned that the SAC reps on the Benefits Committee are not bringing up these issues. Exec Team is working on a "pipeline" to the Benefits Committee and possibly the Committee on the Status of Women. Janel also encourages SAC members to bring up concerns when you get a chance. HR is looking into the issue of anonymous feedback and whether there is a way to engage in an anonymous back-and-forth so they can get more information to adequately address concerns. They are interested in what kinds of professional development staff members would like to see; SAC will develop a survey.		
Conclusions	Excellent meeting		
Action Items		Person Responsible	Deadline
Develop survey about professional development: topics and type of delivery			
Parking Concerns			
	SAC		
Discussion	There was a question on the SAC email about parking concerns. Exec Team has been hearing other parkin concerns and thought it would be worthwhile to have an open discussion about various concerns that could then be forwarded to Public Safety to address. A very productive conversation ensued, and a list of questions/concerns was developed to send to Public Safety.		
Action Items		Person Responsible	Deadline
Send list of questions to Public Safety		Exec team	
Staff Matters Heard			

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<b>Discussion</b>	<p>There was a crisis involving a student in which several staff members rendered aid and stayed until past midnight. Right now, there is no policy in place with expectations for staff that have dealt with a crisis. For instance, are they provided counseling? When are they expected to return to work? Who covers for them if they do not immediately return to work?</p> <p>Lynne offered that the EAP is an option and can even be brought to campus to talk to affected individuals.</p> <p>There is a group coming together to try to develop a policy. SAC is asked for input on this.</p>	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Reflect on what this policy might look like to engage in discussion in October	SAC members	Next meeting
Add to agenda for next meeting	Mary	
<b>Reports</b>		
<b>Human Resources:</b> Benefits/Wellness Fair November 5 with open enrollment to follow		
<b>President's Office:</b> No report		
<b>Presidential Staff Rep:</b> No report		
<p><b>Chair:</b> Angie met with Fr. Hendrickson. She laid out SAC's plan for the year, including staff development, benefits including bereavement leave and a wellness day. She is talking to David Barnum about the possibility of staff lunches with the president. Angie attended the Academic Council meeting. A lot what was shared there was also shared at Fr. H's Town Hall. Some of the things they discussed that are of interest to SAC members include the missing speed tables on Burt Street (removed by the city); pharmacy data loss (human error); the fire alarm system failure on move-in day (no one was in danger; fire panels still worked but did not report to Public Safety). Angie will continue to bring reports from Academic Council when there are topics of interest to staff.</p>		
<b>Treasurer:</b> No expenses this month		
<b>Vice Chair:</b> No report		
<b>Secretary:</b> Monica has the reflection next month; there is no one signed up for the spotlight.		
<b>Subcommittees</b>		
<b>Service:</b> Upcoming events: November Veterans' Drive. Will be looking for people to host a box. May be asked to help with SCSJ's coat drive. Looking at dates for a SAC Service Day at the Food Bank.		
<b>Staff Relations:</b> Looking at week of December 16 for Cocoa Cart. 2 rooms booked on campus, one at Bergen. Working on getting Santa, Billy Bluejay, and Cocoa the Therapy Dog. Looking for raffle prizes.		
<b>Nominating:</b> Developed templates for nominating letters. Did nominations/voting for SOM rep. Developing guidelines for nominating process.		
<b>Standing Rules:</b> No report		
<b>Adjournment</b>		
Dave moved to adjourn Carissa seconded. Motion passed. Meeting adjourned at 2:15 pm.		