



Staff Advisory Council
Meeting Minutes
February 11, 2016
Notre Dame Room, LaFortune

Attendees: Marilyn Bassett-Lance, Tammy Beckwith, Tricia Dalenberg, Shebra Guidry, Brenda Harley, Alissa Hochstetler, Amanda Huerta, Robyn Karkiewicz, Bernard Kulemeka, Rebecca Lamp, Julie Logue, Kim Miller, Evelyn Mitchell, Susan Monroe.

Excused: Julie Deschaine, Michelle Kretchmer, and Cassandra Smith; **Not Excused:** Lori Haselrick; **HR Liaison:** Sharon Hawkins

Handouts

Meeting Dates for 2016, Minutes (draft) for January 14, 2016, Meeting Agenda, Committee List, Directory of SAC Members

Call to Order

Meeting came to order at 1:00 pm by Robyn Karkiewicz

Special Election

Robyn opened the meeting with an explanation of why a re-vote was taking place for the office of Chair. Sharon Hawkins had discussed the situation with General Counsel to secure clear direction on how to proceed since this had never happened before. It was concluded a re-vote was an appropriate step to take. The following statement was shared:

“During the last Staff Advisory Council meeting, held in January, the Council elected new officers. Regrettably, we were not advised that another Council member had expressed interest in serving as Chair until after the election was held. We reviewed the Bylaws and there is no directive regarding this situation and how to proceed. We consulted Sharon as the HR Liaison to provide feedback. At this point it was decision of the Chair to determine how to handle. In the best interest of the Council, to be fair, and demonstrate the value of our members, the Chair has decided to hold a special election for the position of Chair. As it should have been done in January, there are ballots for the Council to vote for the next year's Chair position. The two candidates are Amanda Huerta and Susan Monroe.”

Final vote: Amanda Huerta 4 votes, Susan Monroe 5 votes.

Approval of January 14, 2016 Minutes

Marilyn Bassett-Lance moved to approve the minutes, with a second by Tricia Dalenberg.

Review of By-Laws

Discussion included possible revision of election wording, specifically when to hold elections, who to notify in case of an absence on Election Day, creating a committee to review the By-Laws. An Ad-Hoc committee was formed consisting of Kim Miller, Marilyn Bassett-Lance, and Brenda Harley. Susan Monroe suggested we dedicate a future spring meeting to discuss further.

Committee Reviews and Assignments

ECDC – A replacement is needed for Michael Mueller, Rebecca Lamp volunteered to serve, Kim Miller agreed to continue serving. Discussion included comments about sliding scale tuition based upon income of parent(s). Question was raised about use of vouchers from state of Indiana.

Interim Parking – Susan Monroe was invited to sit on this committee. It will no longer be an “interim” committee, rather a standing committee dealing with off-site parking, structure parking garage, and other parking concerns.

Parking Appeals – Tricia Dalenberg reported the committee met on January 19 and February 2. Appeals are backed-up and they are trying to catch up on reviewing the appeals. A ticket holder has ten days to appeal the offense. She commented how organized the committee is now that new leadership is in place. Each person is granted one “freebie”, the committee can reduce the fee if a different infraction can be applied with a lower fee attached. They can also consider the history of the offender when it comes to multiple tickets in the person’s parking activity.

Promotions – Two new members are needed. Evelyn Mitchell will continue, Tammy Beckwith and Brenda Harley volunteered to serve. Evelyn stated the committee strives to identify a worthy organization to support. In the past SAC has supported TRiO, Arts and Cultural Center, and Ronald McDonald House. Robyn mentioned the staff picnic was a time when awareness pamphlets were distributed to promote SAC.

Website – Susan asked for members who are familiar with Conductor to maintain the site. Amanda Huerta provided updates on how the site is maintained and stated she preferred to retire from the committee. She mentioned that several months of minutes are missing with explanation of the communication flow. Rebecca Lamp offered to be the webmaster with Susan Monroe as the back-up webmaster. Susan stated she would create a box.nd.edu account for future sharing of information. Discussion followed about sharing “draft” minutes with constituents, Marilyn noted that the By-Laws state only “approved” minutes can be shared. Amanda shared that the Annual Report needs to be uploaded to the site.

Marketing – Discussion included a proposal to create a committee specifically to promote the benefits, purpose, and activities of SAC to University employees. Susan stated this idea would remain at the top of the list for new ideas. Marilyn stated that her understanding of SAC is to be the “ears and mouth” of constituents and that people do not realize the positive impact SAC can have

Further discussion included how updates are shared with District employees. Sharon Hawkins stated she receives the lists from Sandy Kemp in Human Resources and will in turn share with Susan Monroe. Susan will distribute accordingly to SAC members for constituent communications.

Benefits – Robyn stated no meetings had taken place. Denise Murphy will attend the March SAC to discuss benefits that will be presented at the upcoming Town Hall Meetings hosted by John Affleck-Graves. Sharon noted that a Meritain rep is on campus every Thursday at Grace Hall. Appointments can be secured by calling 631-6900, the HR Call Center.

Compassion Fund – Committee members met last week and considered 16 requests. Approved were 12, four were denied. The limit to offer is currently \$600, an increased amount of \$750 to \$1,000 is being considered. Discussion included the Referral Network versus contacting 2-1-1 for assistance as persons have reported difficulty in getting through.

Future Agenda Items

Susan asked members to share ideas for future agenda items and stated she welcomed everyone’s input. Tammy brought up the concern of Michigan road closures and its effect on Michigan residents/employees when Indiana roads are not closed. John Affleck-Graves is looking into this matter as it was brought up in the December meeting. Amanda suggested “talking points” to share with constituents so that a consistent message be sent from SAC members. The meeting concluded with comments about Staff Chaplain Fr. James Bracke CSC, monthly staff Masses, upcoming luncheons to discuss various faiths, and his general kind nature.

Summary of Committees:

Staff Advisory Council By-Laws: Kim Miller, Marilyn Bassett-Lance, and Brenda Harley

Staff Advisory Council Elections: Robyn Karkiewicz, Julie Logue

University Benefits: Robyn Karkiewicz

University Compassion Fund: Shebra Guidry

Early Childhood Development Committee: Kim Miller, Rebecca Lamp

University Parking: Susan Monroe

University Parking Appeals: Tricia Dalenberg

Staff Advisory Council Promotions: Evelyn Mitchell, Tammy Beckwith, Brenda Harley

Staff Advisory Council Webmaster: Rebecca Lamp, Susan Monroe (back-up)

Adjournment

Motion to adjourn at 2:30 pm by Evelyn, 2nd by Shebra.

Minutes respectfully submitted by Julianne S. Logue, Secretary