



Staff Advisory Council
Meeting Minutes
March 10, 2016
Notre Dame Room, LaFortune

Attendees: Marilyn Bassett-Lance, Tammy Beckwith, Tricia Dalenberg, Shebra Guidry, Brenda Harley, Lori Haselrick, Amanda Huerta, Robyn Karkiewicz, Michelle Kretchmer, Bernard Kulemeka, Rebecca Lamp, Julie Logue, Kim Miller, Evelyn Mitchell, Susan Monroe, and Cassandra Smith.

Excused: none; **Not Excused:** Alissa Hochstetler; **HR Liaison:** Sharon Hawkins

Call to Order

Meeting called to order at 1:00 pm by Susan Monroe

Approval of February 11, 2016 Minutes

Tricia moved to approve the minutes, with a second by Evelyn.

Susan opened the meeting by reviewing a letter recently received by John Affleck-Graves summarizing his follow-up on issues brought to him during the December 2015 SAC meeting. Susan will scan and email his letter to all committee members. She also thanked Sharon Hawkins for providing snacks for all the meetings going forward.

Committee Reviews and Assignments

Parking – Susan reported the excellent variety of ideas and opinions submitted as a result of the first meeting. John Affleck-Graves is open to all innovative ideas for short and long term parking solutions. In April the committee will meet two times, while in May they have one meeting scheduled. It was noted that one parking garage space costs \$7.00 per day to maintain, while underground parking is more costly.

Parking Appeals – Tricia reported meetings were held on February 15th and March 8th with many appeals to review. She also noted that fewer D2 appeals have been received since the Bulla lot was separated, Legend's tickets are difficult to enforce due to no barrier on the parking lot and ticketed persons claiming they were restaurant patrons, and the parked cars in the bookstore lot are marked with chalk to determine parked time. The committee will begin meeting for an increased amount of time, 1 ½ hours, instead of one hour, to insure progress on the large quantity of tickets needing review.

Promotions – Evelyn noted they are considering an after school program to benefit from SAC fundraising efforts. The group is in need of back packs and uniforms. More thought will be put into selecting the appropriate group to support.

Website – Rebecca and Susan met to review the current site and decided to eliminate a few pages. It was suggested we move to individual photos rather than a group shot. A professional photographer may be invited in to a monthly meeting to secure member photos. Discussion continued about pursuing a volunteer intern or another individual to review and update the website at no charge.

ECDC – Kim noted she had heard from Linda at ECDC but they have not had the opportunity to meet. She hopes to discuss the topic of adding a resource page to ECDC's website that would include information useful to ECDC families.

Benefits – Robyn stated the committee is scheduled to meet March 30th.

Compassion Fund – Shebra reported one request for funds, a family funeral, which resulted in the recipient receiving \$1,000.00.

Elections – It was reported there are four districts that are currently not represented.

Review of By-Laws – Kim and Marilyn discussed the need for clarity in the By-Laws and agreed to submit a proposal for the committee to consider. Additional conversation included the difference between an ad hoc committee vs a standing committee.

Future Agenda Items – Evelyn suggested SAC invite Chris Hatfield, director of Building Services, to speak at a monthly meeting. It was also suggested Fr. James Bracke be a future guest at SAC. Susan mentioned Affinity Groups as possible meeting presenters (Young Professionals Group, Women’s Leadership, etc.).

Constituent Inquiries – Julie mentioned the relocation policy for staff. Sharon shared information from the Human Resources website clarifying reimbursement for ND employees. Michelle inquired about who to contact if a gate security guard is sleeping on the job. Susan stated she would look into the matter.

Misc Discussion – Michelle noted an inaccurate finding regarding the TRiO contribution included in the 2014 Annual Report. She agreed to send Susan a correction for review. Evelyn asked about the nomination process for Team Irish. Sharon stated the nomination process closes in June.

Guest Speaker – Denise Murphy, Director of Benefits and Wellness, Human Resources. Denise addressed the information provided at the recent Town Hall meetings. Four main points were covered with more explanation and details to follow as they are finalized by the University. 1.) Non Notre Dame Tuition Reimbursement; 2.) Back-Up Care; 3.) Short Term Income Replacement; and 4.) Parental Leave.

Adjournment

Motion to adjourn at 2:35 pm by Michelle, 2nd by Marilyn.

Minutes respectfully submitted by Julianne S. Logue, Secretary