



**Staff Advisory Council**  
**Meeting Minutes**  
**May 12, 2016**  
Notre Dame Room, LaFortune

**Attendees:** Marilyn Bassett-Lance, Tricia Dalenberg, Brenda Harley, Lori Haselrick, Julie Logue, Kim Miller, Susan Monroe. **Excused:** Shebra Guidry, Robyn Karkiewicz, Michelle Kretchmer, Rebecca Lamp, Evelyn Mitchell. **Not Excused:** Tammy Beckwith, Alissa Hochstetler, Amanda Huerta, Bernard Kulemeka, Cassandra Smith.

**HR Liaison:** Sharon Hawkins

**Call to Order**

Meeting called to order at 1:05 pm by Susan Monroe

**Approval of April 14, 2016 Minutes**

Marilyn moved to approve the minutes, with a second by Kim.

**By-Laws** – Discussion began by stating the goals for review and revision of the By-Laws: 1) use consistent language through-out; 2) create clarity; 3) suggest changes; 4) increase efficiency; and 5) bring in new members. Comments and questions included the following; why are there two-year terms for the benefits and parking appeals committees, what constitutes the executive committee, how best to rotate members on a committee, how best to open up opportunities for new members, how to create an option to challenge a sitting committee member. SAC members expressed a strong desire to establish clear (and non-awkward) expectations on how to accomplish the goal of establishing committees. Further discussion included comments about what defines a quorum and what are the rules for voting.

Susan will purchase Robert's Rules of Order and bring to all SAC meetings. Kim, Brenda, and Marilyn are to be commended for their hard work on the By-Laws project. Marilyn stated the next step is to amend the proposed By-Laws based on today's discussion and vote to approve at the next meeting.

**Committee Reviews and Assignments**

**Benefits** – Robyn was absent, no update.

**Parking Appeals** – Tricia stated the committee met April 19 and have seen a spike in tickets regarding the D2 lot and Legends lot. She also stated that the parking rules apply all year which includes holidays, summer, and academic year. New rules for golf carts will be implemented soon.

**Interim Parking (Ad Hoc)** – Susan stated the committee is meeting every other week and plans to have a proposal to John Affleck-Graves by the end of August. Ideas being considered are; swipe for using a UND bicycle, bike repair shop on campus, incentive for carpooling.

**Promotions** – Evelyn not present, no report.

**ECDC** – Kim shared about the new information website being promoted by ECDC called [find.nd.edu](http://find.nd.edu) and suggested we add this link to our website. ECDC is considering extending their pick-up time from 5:30pm to 6:30pm. She also noted

that ECDC is not owned and operated by UND, it is a separate entity. Kim also discussed the concern some parents have about the center closing the week before school starts.

**Compassion Fund** – Shebra noted there were not any requests to consider.

**Elections** – no report.

**Website** – Susan stated the website is extremely outdated and does not portray the current branding desired by the University. She offered two options for improvement: 1) Do it yourself, or 2) Marketing Communications to construct using Conductor methods. Discussion also included have individual photos of all SAC members and having a photographer come to a meeting.

**Guest Speaker** –

Fr. James Bracke, CSC, Staff Chaplain, spoke to the group and shared the services he is able to provide. He is attempting to achieve greater awareness amongst the staff he serves (over 5,000) while completing his third year at UND. All are welcome to send him an email regarding pastoral needs such as sickness, health concerns, family issues, employee relationships, etc. Fr. Bracke is willing to facilitate a meeting between employees to promote a better understanding and encourages everyone to seek ways to understand one another even though we are different in our religions, cultures, and languages. A Mass can be held for a loved one, no fee is involved. Collaboration between Eric Love and Pamela Young is taking place to promote the ND community as one that cares about and loves one another.

**Adjournment**

Motion to adjourn at 3:05pm.

Minutes respectfully submitted by Julianne S. Logue, Secretary