



Staff Advisory Council
Meeting Minutes
June 9, 2016
Notre Dame Room, LaFortune

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

HR Liaison: Sharon Hawkins

Meeting Guest: Ten Gray, Human Resources Consultant

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

Approval of May 12, 2016 Minutes - Michelle moved to approve the minutes (with change), second by Evelyn.

Susan began the meeting with an announcement of her resignation from SAC as she has accepted an exempt position, thus not being able to serve out her term. By-laws state the Vice Chair will immediately assume the role of president, Robyn has agreed to step in for the remainder of the term. An election will be held at the July meeting for Vice Chair. Self-nominations should be sent directly to Robyn. Susan will remain on the Parking Committee per the instruction of Mike Seamon, Associate Vice President of Campus Safety.

Committee Reviews and Assignments

Benefits – Robyn stated there was no report to offer.

Parking Appeals – Tricia stated the committee met on June 8th and will continue to meet every three weeks.

Interim Parking (Ad Hoc) – No report.

Promotions – Evelyn stated she met with the Charles Black Center to discuss raising funds for student backpacks. Average of 90 persons in the after school program.

Website – Marilyn will work closely with Rebecca to update and maintain the website. Marilyn is eager to learn the Conductor method of website development.

ECDC – Kim stated no new information.

Compassion Fund – Shebra noted there were two requests for \$1,000 each, both were approved.

Elections – Robyn stated SAC will hold an election at the July meeting for the office of Vice Chair. Paper ballots will be created including the names submitted.

By-Laws – Kim will be sending the final draft to Sharon Hawkins who in turn will submit to General Counsel for review.

Miscellaneous Discussion - Robyn referred to an email she had received from Amanda Huerta dated June 7, 2016. Amanda has resigned from the committee and asks that she be replaced by someone else in District #7.

The annual staff picnic is next week and no table has been reserved. Robyn agreed to request a table, purchase treats to give away, and secure brochures for handouts.

Guest Speaker – Denise Murphy, Director Benefits and Wellness, Human Resources

Denise began her presentation by stating that many of the changes to the new benefits for the Notre Dame staff were driven by recent feedback received by HR. Her summary included updates to the four major components going into effect July 1, 2016: Educational Benefits; Bright Horizons Care Advantage; Short Term Income Replacement and Incidental Days Policy (STIR); and Parental Leave. All staff members are encouraged to attend a general information session or help session sponsored by HR.

Adjournment - At 3:05 pm Evelyn motioned to adjourn and Alissa second.

Minutes respectfully submitted by Julianne S. Logue, Secretary