



Staff Advisory Council
Meeting Minutes
July 14, 2016
McNiell Room, LaFortune Center

Attendees: Tricia Dalenberg, Mary Erickson, Shebra Guidry, Brenda Harley, Lori Haselrick, Alissa Hochstetler, Amanda Huerta, Robyn Karkiewicz, Bernard Kulemeka, Rebecca Lamp, Julie Logue, Kim Miller, Evelyn Mitchell.

Excused: Marilyn Bassett-Lance, Michelle Kretchmer; **Not Excused:** Tammy Beckwith, Cassandra Smith

HR Liaison: Sharon Hawkins

Meeting Guest: Chris Hatfield

Call to Order - Meeting called to order at 1:00 pm by Robyn Karkiewicz

Approval of June 9, 2016 Minutes - Kim moved to approve the minutes, second by Lori.

Committee Reviews and Assignments

Benefits – Robyn stated the next meeting would be held July 19, 2016. She brought two hand-outs to the meeting with information: Reporting Non-Exempt Time Off after July 1, 2016. Amanda commented that her constituents had raised concerns about replenishing their sick time days. This topic brought on discussion about the details of the new benefit plan that went into effect July 1st. Rebecca noted that her colleagues were concerned about people comparing their use of sick days in a responsible manner versus others who were not good stewards of their sick days.

H.R. asks all employees to provide feedback regarding the service Hartford provides to ND employees. It was noted that those who are enrolled in FMLA will not need to reapply, the documentation will automatically rollover from Care Works.

Parking Appeals – Tricia stated the last meeting held was on June 23rd and that the appeals process is going very smoothly compared to last year. The website for appealing a parking ticket has been updated.
<http://ndsp.nd.edu/parking-and-traffic/violations-towing-penalties/parking-ticket-appeals/>

Interim Parking (Ad Hoc) – Robyn stated that the next meeting will be held August 22, 2016.

Promotions – Evelyn stated that she has prepared a rough draft of the letter and flyer for the upcoming promotion and asked for input. The target dates for the promotion are August 1st through August 12th. Robyn asked for a volunteer to be the liaison for the UND food drive, Evelyn offered to assist.

Website – Rebecca informed the committee that she had made many updates to the website. Robyn met with Tiffany of Marketing Communications to discuss potential layout and content of our future site.

ECDC – Kim stated she has not met with ECDC since our last meeting. She did offer a hand-out titled “Summary of Spring Meetings and Comments.” It is dated May 17, 2016.

Compassion Fund – Shebra noted there were three requests during the last month. Two were approved for \$1,000 each, one was approved for \$993.00.

Elections – Robyn conducted an election for Vice Chair. Two persons self-nominated: Amanda Huerta and Evelyn Mitchell. The vote results were 7 for Evelyn, 5 for Amanda. Evelyn will immediately assume the position of Vice Chair.

By-Laws – no update

Miscellaneous Discussion - Robyn asked for ideas for future meeting speakers. Ideas presented included: Construction updates, St. Michael's Laundry, LSCS (lower socio economic students), Education Benefits, Freeman Scholarship. Kim noted how her son was taking a class for free at ND during the summer and that it would transfer to his school for his degree. Sharon mentioned how important it is to use the HR website as a valuable resource for the many benefits the University offers. Robyn noted that Julie and Evelyn nominated SAC for the Team Irish Award. Discussion continued with how to promote SAC to the ND community. Ideas included the use of a large banner, rotating elevator messages, and picnic drawings.

Guest Speaker – Chris Hatfield, Director, Building Services

Chris opened his presentation with the mission of Building Services: “To provide clean, safe, healthy, and appealing spaces in Notre Dame’s buildings.” Building Services is responsible for providing custodial services spanning over 9.7 million square feet. This area is comprised primarily of academic and administrative buildings, in addition to all of Notre Dame's residence halls.

Custodians comprise the bulk of the employees in Building Services. Currently the staff mix includes 285 custodians, 17 crew leaders, 5 restorative cleaning technicians (carpet crew), 3 leaders, and many more. He stated that custodians are the stewards of the investment ND has made in the buildings that have been built on campus. Building Services is NOT maintenance, they are a part of Campus Services and are one of the largest departments on campus. The department is growing and becoming more professional with a CIMS (Cleaning Industry Management Standard) certification. The most recent report certified ND with honors.

Building Services needs more workers! Chris encouraged all SAC members to promote the nine positions that are currently open for fulltime employment. The beginning wage was recently increased to \$10.50. He noted that most injuries occur during handling of waste, heavy lifting or needles in trash that are improperly disposed of. Windows will be cleaned this year on half the buildings, the other half of the buildings next year. Window shades will be cleaned at no expense to the department (special request should be made). They are removed from the office, taken to an ultrasonic cleaner, and replaced. Extra staff is being hired this year to fulfill needs in the three new building opening: McCourtney Hall, Dunne men’s residence hall, and Flaherty women’s residence hall. Next year five new buildings will open and more staff will be hired at that time.

Adjournment - At 3:00 pm.

Minutes respectfully submitted by Julianne S. Logue, Secretary