



**Staff Advisory Council
Meeting Minutes
August 11, 2016
Notre Dame, LaFortune Center**

Attendees: Marilyn Bassett-Lance, Tricia Dalenberg, Shebra Guidry, Brenda Harley, Lori Haselrick, Alissa Hochstetler, Amanda Huerta, Robyn Karkiewicz, Michelle Kretchmer, Bernard Kulemeke, Rebecca Lamp, Julie Logue, Evelyn Mitchell, Susan Monroe.

Excused: Kim Miller

Not Excused: Tammy Beckwith, Julie Hentig, Cassandra Smith

HR Liaison: Sharon Hawkins (not present)

Meeting Guest: Ten Gray, HRC

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

Approval of July 14, 2016 Minutes - Amanda moved to approve the minutes, second by Rebecca.

Committee Reviews and Assignments

Benefits – Robyn stated a meeting had taken place. HR does not expect increase in premium rates or deductibles. Ten Gray discussed the eNDeavor updates and stated that one tangible change to note are the flexible deadlines vs. hard stop dates. The most crucial time is for goal setting.

Parking Appeals – Tricia stated the committee reviewed 15 appeals on July 26th. The next scheduled meeting is August 15th.

Interim Parking (Ad Hoc) – Robyn attended the most recent meeting and stated many interesting options are being discussed. At this point in time, the conversation is not to be shared with members outside of the SAC committee.

Promotions – Evelyn hopes to make creative signs for the collection boxes. All items that are collected will be stored in Mason until the fundraiser is over. The event is being extended to Friday, August 19th. Another fundraiser will take place September 5th-15th called “Fighting Irish, Fighting Hunger.” It was discussed that a good way to encourage students to purchase items to donate is to use their unused Flex Points.

Website – Rebecca is updating the website with meeting minutes and agendas. A meeting is scheduled for September with Tiffany of the design team.

ECDC – Kim has sent a message to the group that no meeting took place.

Compassion Fund – Shebra noted that two requests had been made and both were approved. One was for an employee whose daughter had died and monies were used for funeral expenses. The other was for a house fire.

Elections – Evelyn and Robyn discussed having an election for the library, district #11. Robyn will ask Sharon for updated district lists for emailing. The most recent information is dated February 18, 2016.

By-Laws – It was reported that the revised By-Laws are still with General Counsel for review.

Miscellaneous Discussion – Donation boxes have been ravaged by thieves. Brenda filed a report, security will review film to determine who took donated items for the ongoing fundraiser. Discussion about the creation of a new banner, table tents, and HR On-Boarding to promote SAC to the campus staff. The Town Hall meeting was also mentioned as a possible way of putting SAC in the spotlight. SAC will attempt to have a booth at the annual Health Fair.

Ideas for future speakers included Vince from the Walgreens Pharmacy, Cindy Borders from the ND Wellness Center, and Drew from Rec Sports. Amanda shared a family story that involved Rec Sports. Perhaps the definition of family could be better defined by Rec Sports to prevent unfortunate incidents.

Guest Speaker – Scheduled speaker from St. Michael's Laundry did not show up.

Adjournment - At 2:50 pm, Michelle motioned to adjourn and Shebra second.

Minutes respectfully submitted by Julianne S. Logue, Secretary