



**Staff Advisory Council
Meeting Minutes
November 10, 2016
Notre Dame, LaFortune Center**

Attendees: Marilyn Bassett-Lance, Tammy Beckwith, Tarrez Clark, Tricia Dalenberg, Shebra Guidry, Brenda Harley, Lori Haselrick, Alissa Hochstetler, Amanda Huerta, Michelle Kretchmer, Bernard Kulemeka, Rebecca Lamp, Julie Logue, Evelyn Mitchell, Tamara Springer.

Excused: Lori Haselrick, Robyn Karkiewicz, Kim Miller

Not Excused: Julie Hentig

HR Liaison: Sharon Hawkins

Meeting Guest: no guest

Call to Order - Meeting called to order at 1:00 pm by Evelyn Mitchell

Approval of October 2016 Minutes – Amanda moved to approve the minutes, second by Tami.

Committee Reviews and Assignments

Benefits – Robyn submitted an update stating that no meeting had taken place.

Parking Appeals – Tricia stated the committee continues to meet every two weeks. Discussed the food for tickets program, Julie agreed to email all committee members with details of the program. Dates are November 14-December 9th, no future credit will be given, take food items to Parking Services office.

Interim Parking (Ad Hoc) – No meeting.

Promotions – Brenda had contacted Hope Ministries and Ronald McDonald House (located in Memorial Hospital) to discuss partnering for a December fundraiser. A flyer will be created and sent to all committee members to be placed on collection bins. A decision was made to go with Hope Ministries for the fundraiser.

Website – Rebecca continues to update the website as needed. Marketing Communications will be designing a comprehensive update for our site.

ECDC – Rebecca noted the committee meets only in the spring.

Compassion Fund – Shebra noted two requests had been received and honored. One was for funeral expenses, \$1,000 awarded. The other was for \$1,000 for family medical assistance which included assistance with the purchase of a vehicle.

Elections – Evelyn and Julie discussed the use of Google Forms to use for the election process. Julie will create and send to districts holding elections. Amanda suggested supervisors be contacted in areas where employees work that do not have

access to a computer. Self-nominations will be due by Wednesday, November 23, 2016. Those districts receiving multiple nominations will have a run-off elections in early December. Sitting members who desire to remain on the committee must self-nominate, too.

By-Laws – Sharon noted that the by-laws project continues to be with General Counsel.

Miscellaneous Discussion – A table will be present at Professional Development Day in McKenna Hall on Wednesday, November 16th. Volunteers are needed.

Feedback at the Irish Health Fair included staff who said they never hear from their SAC rep and do not know who that person is. All were encouraged to reach out to their district members on a regular basis.

Discussion about University sponsored events and the disparity between Colleges in allowing staff to attend and how they are paid / not paid. Example: Professional Development Day and Fr. Bracke's spiritual enrichment events. Both are sanctioned by the University but some staff members must use vacation or personal days to attend, others are paid as usual. Sharon mentioned that the HRCs are discussing this as a group and realize the differences across campus.

Presidential Team Irish Award - Saturday, November 19, 2016 SAC will be honored during the Virginia Tech vs ND football game. T-shirts will be available for pick-up on Friday, November 18, Robyn will send out an email with more information.

Guest Speaker – no guest speaker today

Adjournment - At 1:57 pm, Marilyn motioned to adjourn and Rebecca second.

Minutes respectfully submitted by Julianne S. Logue, Secretary