



**Staff Advisory Council**  
**Meeting Minutes**  
**September 8, 2016**  
Notre Dame, LaFortune Center

**Attendees:** Marilyn Bassett-Lance, Tammy Beckwith, Tricia Dalenberg, Shebra Guidry, Brenda Harley, Lori Haselrick, Alissa Hochstetler, Amanda Huerta, Robyn Karkiewicz, Michelle Kretchmer, Bernard Kulemeka, Rebecca Lamp, Julie Logue, Kim Miller, Evelyn Mitchell. **Excused:** none. **Not Excused:** Julie Hentig

**HR Liaison:** Sharon Hawkins

**Activity:** Group photo taken in front of Main Building for the **Presidential Team Irish Award!!!**

**Call to Order** - Meeting called to order at 1:20 pm by Robyn Karkiewicz.

**Approval of August 2016 Minutes** – Kim moved to approve the minutes, second by Rebecca.

**Committee Reviews and Assignments**

**Benefits** – Robyn stated no meeting took place since the previous SAC meeting.

**Parking Appeals** – Tricia attended a meeting on August 15, next meeting to be held September 13<sup>th</sup>. She noted appeals must be submitted within ten days of the ticket issue date. If the appeal is denied, the ticket holder is still entitled to his or her one-time “freebie.”

**Interim Parking (Ad Hoc)** – Robyn noted that a rough draft of proposals will be completed by October 9<sup>th</sup> and that the goal is to submit a final report to John Affleck-Graves by October 31<sup>st</sup>. Discussion followed but cannot be shared outside of SAC.

**Promotions** – Evelyn stated that ten backpacks full of great supplies were delivered to the Charles Black Center. An additional \$200 in school supplies were donated for children active in the after school program. Building Services will be donating additional arts and crafts supplies. A person was identified and apprehended who stole from the Grace Hall collection box. This was made possible by NDSP reviewing security video footage.

“Fighting Irish Fighting Hunger” collection boxes will be placed in various campus buildings. The promotion runs from September 5 through end of October. Cash donations are accepted, too.

**Website** – Rebecca stated the meeting with Marketing Communications will take place on September 19<sup>th</sup> from 3:30-4:30 pm in 520 Grace Hall.

**ECDC** – Kim stated there is no new news to share. The committee meets a few times per year.

**Compassion Fund** – Shebra noted four requests were submitted and approved. Two were flood related, one was for smoke/fire damage, and one for funeral costs.

**Elections** – Evelyn informed the committee that an election would take place in District #4 and the Library. Ballots must be returned by September 30<sup>th</sup> for self-nominations.

**By-Laws** – General Counsel continues to have By-Laws under review.

**Miscellaneous Discussion** - Robyn encouraged all members to share the biometric screening dates with constituents. The Wellness Fair will be held October 18 and 19. Flu shots are given to eligible persons no charge at the Wellness Center.

Kim discussed how the Human Resources policy for requiring a doctor's note for absence is not applied evenly and stated that the policy has contradictory language. She noted that all policies should be applied consistently by supervisors.

Discussion followed about the training class "We are ALL ND" and whether it is suggested or mandatory for staff. Robyn will secure a table for the Wellness Fair and asked for volunteers to staff the event.

The ND Voice survey will be available October 19<sup>th</sup>.

Lengthy conversation about funeral vs bereavement time off. Notre Dame does not allow bereavement time off, only time off for a funeral service and related activities. All were encouraged to seek details on the HR website: <http://hr.nd.edu/nd-faculty-staff/forms-policies/funeral-leave/>

**Guest Speaker** – no speaker today.

**Adjournment** - At 2:25 pm, Marilyn motioned to adjourn and Evelyn second.

Minutes respectfully submitted by Julianne S. Logue, Secretary