



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

Attendees: Tarrez Clark, Tricia Dalenberg, Shebra Guidry, Brenda Harley, Lori Haselrick, Amanda Huerta, Robyn Karkiewicz, Bernard Kulemeka, Julie Logue, Kim Miller, Evelyn Mitchell.

Excused: Marilyn Bassett-Lance, Alissa Hochstetler, Michelle Kretchmer, Rebecca Lamp, Tamara Springer.

Not Excused: Tammy Beckwith, Julie Hentig.

HR Liaison: Sharon Hawkins

Meeting Guests: Eric Love, Director Staff Diversity and Inclusion, Office of HR and Mark Kocovski, Director HR Consultants, Concurrent Assistant Professional Specialist.

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

Approval of November 2016 Minutes – Tricia moved to approve the minutes with two revisions, second by Evelyn.

Council enjoyed a holiday pot-luck!

Committee Reviews and Assignments

Benefits – Robyn stated no meeting had taken place.

Parking Appeals – Tricia stated the committee met on November 15 and November 29. They are averaging 15-20 appeals every two weeks. She commented that the words “chalk time” should be on the ticket to assist those giving and receiving the ticket.

Interim Parking (Ad Hoc) – Robyn reported that the final report was forwarded to Mr. John Affleck-Graves with the list of possible parking ideas/solutions along with ideas for shuttle routes. A response may be received as soon as January 2017.

Promotions – Brenda reported that the personal care drive is in full swing. It runs through December 20th. On December 21st Council members should leave the collection box in place and it will be picked up by Dwayne and taken to Mason Center. From there, one final pick-up/delivery will be made to Hope Ministries.

Website – Robyn shared that Tiffany has provided information about the website and that the project is moving forward.

ECDC – Kim stated the committee meets only in the spring.

Compassion Fund – Shebra noted that one request had been received for \$640.33 for housing needs. It was granted.

Elections – Julie gave an update on the election process. There will be 21 representatives on the Council in 2017, up from 19 in 2016. Four run-offs are in play until December 9th. Two districts, #12 and #20, will remain unrepresented. A full roster will be presented at the January 2017 meeting. A total of 11 districts were not up for election, a total of 12 districts called for self-nominations.

By-Laws – Sharon reported the by-laws remain with General Counsel.

Miscellaneous Discussion – Julie raised the question about how districts would change once departments move to their new locations in 2017. Sharon offered to look into the matter.

Amanda said she had received a question about the possibility of an early retirement buy-out. Discussion followed that the administration stated in a recent Town Hall Meeting that no offers would be made any time soon.

Julie noted that a colleague had inquired about having a break room for staff in O'Shaughnessy Hall. Currently there are several one-person offices and there is no place to have privacy during the noon hour or break times. Sharon suggested this brought to the district's HRC.

Comments about the pricing and quality of food offered at Café de Grasta in Grace Hall.

Guest Speaker – Eric Love and Mark Kocovski asked for Council feedback on HR Communications. Discussion was lively and confidential. The stated purpose of the focus group was “Human Resources communication department continues to work to improve its efforts to keep faculty and staff up-to-date and informed about policies, programs, and opportunities. This focus group is designed to determine the effectiveness of HR communications and where we should be focusing our improvement efforts.”

Adjournment - At 2:55 pm, Shebra motioned to adjourn and Amanda second.

Minutes respectfully submitted by Julianne S. Logue, Secretary