**Staff Advisory Committee**

**May 10, 2017**

**Attending:** Donna Cassario, Shirley Czekanski, Gayle Duncombe, Dona Gaynor, Jason Griggs, Kristie Kwong, Dominic Lombardi, Lee Martucci, John Meyer, Robin Run, Danielle Schukoske

The meeting was called to order at 9:30 a.m. by chairman Dona Gaynor. April minutes were reviewed and approved by the committee.

**Special Guest(s)**

President McCay hopes to attend the SAC meeting in August of 2017. The committee plans to dedicate this meeting to discuss the proposed committee structure and bylaws.

The committee discussed future guest speakers for the year of 2017-2018. The committee also discussed the option of having an open forum meeting to provide staff the opportunity to attend a SAC meeting and provide suggestions.

**Committee Structure**

The committee is in the process of creating a formal document, known as the bylaws. The bylaws will outline the SAC mission, application process and membership requirements. Titles and responsibilities of leadership will be appointed by the chairman. Recommended subcommittees and service term agreements will also be outlined in the bylaws.

The committee spent majority of the meeting reviewing the draft. The committee providing suggestions that will be taken into consideration by the subcommittee led by Donna C. Donna encourages the SAC to email any additional suggestions.

**Membership**

Several SAC members service term end dates are approaching. Ideally, the committee would like to implement a rotating off schedule. In addition, the committee discussed which departments have not yet been represented to ensure department diversity.

**Staff Climate Survey**

Human Resources Dept. is responsible for the staff climate survey. This survey may also help the SAC to determine areas that should be focused on to help enhance employee morale.

The next SAC meeting is August 9 at 9:00 am

Submitted by Danielle Schukoske