**Staff Advisory Committee**

**December 6, 2017**

**Attending:** Justin Andrade, Rachel Carroll, Donna Cassario, Gayle Duncombe, Dona Gaynor, Jason Griggs, Liz Kyle, Dominic Lombardi, Lisa McKendree, John Meyer, Lisa Petrillo, Robin Run, Danielle Schukoske

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

**Committee Structure**

The SAC committee has created proposed bylaws. They are currently pending review by the President’s office.

**Committee Membership**

The membership subcommittee recently reviewed applications and submitted their recommendation to the President’s office. The recommendations are currently pending approval.

**Outreach Social**

The outreach committee attended the November 15th Market Day. The committee was pleased with the turnout and declared the BINGO game a success! In addition, several suggestions were collected via the SAC suggestion box. The outreach committee plans to continue to attend in the future, as it is a great opportunity for staff members to meet members of the SAC and provide anonymous suggestions to improve employee morale.

**Communications**

The communications subcommittee is reviewing possible avenues to provide an anonymous online suggestions box, such as a link on the SAC website, for staff members. John Meyer, Jason Griggs and Dominic Lombardi volunteered to explore different options.

**Guest Speaker**

The committee has invited Karen Gathercole, Associate Vice President of Human Resources to attend the next SAC meeting, which will take place in January. The committee plans to discuss some of the suggestions that have been brought up at the outreach events as well as any updates on Open Enrollment.

The next SAC meeting is January 10th at 9:15 am in the Allen Henry Building conference room.

Submitted by Danielle Schukoske