

Staff Advisory Committee

January 12, 2022; Zoom Only

Attendees: Sarah Irizarry, Allie Biagioni, Donna Cassario, Sonny Cherrito, Jimmy Crook, Susan Erickson, Stevie Johnson, Brittney Lamb, Amy Meyer, John Meyer, Elizabeth Middleton, Jeffrey Richardson, Rosalee Vega, Dan Welch, Karen Hill

The meeting was called to order at 9:30am by Chair, Donna Cassario. December 8, 2021 minutes were approved.

Announcements

Welcome back! Donna will be taking a leave of absence for at least a month. In the interim, co-chair, Sarah Irizarry, will be acting as Chair.

Subcommittees - Members and Updates

Benefits Subcommittee - Karen Hill, Dan Welch, John Meyer, and Rosalee Vega

Guest, Melissa Huggins presented information on Open Enrollment. It will be from February 1 - February 7, and employees should complete through Workday. HR will be offering assistance at their office as needed. Those on the medical co-pay plan are automatically being mapped to the preferred plan. Disseminate this information to our respective departments, please! FSA is the only thing that needs to be manually chosen.

Communications Subcommittee - Andy McIlwraith, Jimmy Crook, Chris Finn, and Brittney Lamb

Donna presented the first draft of the semesterly newsletter to the group. We will be moving forward with getting approval from the President's Office and sending a final draft around for feedback.

Membership Subcommittee - Elizabeth Middleton, Amy Meyer, Andy McIlwraith, Brittney Lamb, and Allie Biagioni

Kayla Marshall has left the University; update membership on the website. The Membership Committee needs to meet no later than March to review our membership and plan for new applications this semester.

Outreach Subcommittee - Stevie Johnson, John Pay Seng, Jimmy Crook, and Elizabeth Middleton

Be sure to communicate Open Enrollment details to staff members, as well as promote the newsletter by making it visible in your department once it is released.

Safety/Security Subcommittee - Amy Meyer, Susan Erickson, Sonny Cherrito, Jeff Richardson, John Pay-Seng, and Angela Taylor

COVID protocols remain unchanged. Various meetings regarding mask, vaccine, and testing policies are being held as we are experiencing the anticipated rise in COVID cases following winter break.

John Meyer is updating the campus on where Instructional Technologies and Tech Support are located. There will be network updates in the leadership buildings to increase security and speed. Bring asset disposals to IT so they may remove hard drives.

Old Business and Follow Up

- Reach out to the President's Office regarding a Virtual Town Hall Meeting, as in-person events are seeming unlikely for Spring.

New Business and Other Items

- Anonymous Entries:
 - Complaint regarding smoking in public spaces. This will be relayed to the appropriate department(s) and manager(s).

Next Meeting, Feb 9th 2021, 9:30am. Adjourned at 10:25 a.m., submitted by Brittney Lamb