

## **Staff Advisory Committee**

**March 13, 2019**

**Attending:** Arlo Del Rosario, Erika Moskowitz, Evan Olsen, Gayle Duncombe, Jennifer Nessmith, John Meyer, Elizabeth Middleton, Lisa McKendree, Patty Sellers, Rachel Carroll, Regine Diehl, Robin Run, Stephen Czagas, Tina Ellet

The meeting was called to order at 9:30am a.m. by Chairman Evan Olsen. February minutes were reviewed and approved by the committee.

### **Special Guest**

No special guest in attendance for March's meeting.

### **Subcommittees**

#### Benefits Subcommittee:

Open Enrollment suggestions were sent to the AVP for Human Resources for next year's consideration.

SAC would like to meet with the AVP of Human Resources in December of 2019 for an open discussion on reviews and highlight points for Open Enrollment.

Interdepartmental Communication-It has been brought to the committee's attention there is a lack of interdepartmental communication throughout the campus which is producing a disconnection such as:

- Departments not being made aware of new hires
- Staff/Faculty Directory not being updated regularly. Many departments rely on this function to know where staff have relocated to or to know of a position replacement.
- Announcements are not consistent with certain positions. Ex. There was not an email announcement for the AVP of HR however there was an email announcement for the CFO
- Staff is not being told of changes even if it affects them.

#### Internal Communications Subcommittee:

On-going discussion of the action point section on the SAC website which should also include a statement so staff knows we value their input and making suggestions as necessary based on their feedback.

Other ideas for the website:

- List the 3 hot topics of the semester/year
- FAQ section
- Action cards

The Internal Communications Subcommittee will be meeting before the April SAC meeting to put an action plan together for review.

Membership Subcommittee:

5 member terms ending this year, membership advertisement will need to be sent out to fill the 5 seats.

Outreach Subcommittee:

Scavenger Hunt is being planned for late spring/summer time.

Further discussion on the Scavenger Hunt included:

- Finding a way to include off campus locations such as video submission
- Prizes for participating
- Consideration of risk factors
- Locations for main campus: Controller's Office, Botanical Garden, Rathskeller, Facilities, Health Center, Office of Research, Athletics, Security, Scott Center, Funk Center, Human Resources, Library, and Registrar's office/Harris Commons

A Day of Appreciation for Grounds/Facility staff to show how much we appreciate their hard work.

Safety & Security Subcommittee:

Crosswalk safety recommendations to keep the campus safe include:

- Light up/flashing crosswalk signs
- Keeping crosswalk areas visible

Other

For information on sale of equipment, the campus can read the Sale of FIT Equipment to departing Faculty or Staff Policy found on the Controller's website.

Meeting ended at 11:09am.

Submitted by Erika Moskowitz