**Staff Advisory Committee**

**February 13, 2019**

**Attending:** Arlo Del Rosario, Cheryl LeBlanc, Donna Cassario, Donna Sewell, Erika Moskowitz, Evan Olsen, Gayle Duncombe, Jason Griggs, Jennifer Nessmith, John Meyer, Elizabeth Middleton, Lisa Petrillo, 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. January minutes were reviewed and approved by the committee.

**Special Guest**No special guest in attendance for February’s meeting.

**Subcommittees**

Benefits Subcommittee:  
Open Enrollment:

Was the SAC table beneficial for staff on campus? Raffle idea for next time: free lunch.

Some felt like there was more of a sales pitch for ICUBA instead of going over the plans and the differences in detail. The Human Resources team was not introduced which would have been beneficial since there are new faces in this department. A microphone should have provided to those asking questions so all could hear what was asked.   
  
Off campus employees should get the chance to be entered for the free year of insurance.

Promotion of pet resources.

Internal Communications Subcommittee:Suggestion for Penelope Panther.

Website:   
-Update list of what SAC has accomplished.  
-Promote suggestions to the SAC suggestion box and let the campus know we hear them. “Your voice is heard.”

Suggestion to request President’s day off again.

Membership Subcommittee:Welcoming new member, Elizabeth Middleton from Virtual Extended Studies.

5 member terms ending this year, will need to find replacements.

Outreach Subcommittee:Scavenger Hunt for Spring/Summer time. Ideas suggested for the scavenger hunt include:  
Selfies, stickers, pictures of objects that can be uploaded to a platform like iMoto, bingo sheet.

Safety & Security Subcommittee:  
Discussion on the possibility to widen sidewalk between Clemente Center and Mobil gas station.

Suggestion for crosswalks to be more visible at night time.

**Other**Addition topics discussed:  
What Happens to the old computers? Some staff members have asked if there is an option to purchase. Factors to be considered for this are:  
-Software license issues  
-The hard drives are destroyed for security reasons  
-Too many complications from a security perspective  
-Would have to treat all campus assets the same.

Items that can be “Recycled”:  
Is there a monitoring system for the assets in storage that could be sold or recycled? This could free up storage space and potentially create additional revenue for the school.

Creation of a SAC logo to use on signage and other promotional items such as a table cloth.

Meeting ended at 11:09am.

Submitted by Erika Moskowitz