

## Staff Advisory Committee

December 4, 2019

**Attending:** Arlo De Rosario, Fonnice Boyce, Patty Sellers, Sarah Irizarry, Rachel Carroll, Kathleen Stewart, Tina Ellet, Donna Cassario, Affan Faruqi, Regine Diehl, Donna Sewell, Laura Danner, Evan Olsen, Steve Czagas, Jennifer Nesmith, Jillian Leclerc

The meeting was called to order at 9:30 am by Chairman Evan Olsen. November minutes were not available and are in process.

### Budget Update by Evan Olsen

Chairman Olsen reviewed the current budget which we hope will be approved by the President's Office. Items in the budget are: Meeting snacks, Two Socials annually, ten gift cards at \$50 each for prizes at Socials which results in a total budget of \$2,400.

### **Subcommittees**

#### Benefits Subcommittee – Sub-Chair is Rachel Carroll

Rachel spoke with Melissa Huggins in Human Resources (HR). The discussion included the University's policy on Bereavement and the HR function of sending flowers and gifts. They also discussed our Employee Assistance Program (EAP) for mental health and support services. The committee then discussed ways that Staff Advisory (SAC) can partner with HR to support and communicate with Staff in this effort.

#### Communications Subcommittee Sub-Chair is Arlo Del Rosario

There was discussion about adding TABS to the SAC webpage. A "Did you know..." section. Discussion of a Newsletter twice per year, possibly End of Jan-mid-Feb and then again in late May. Reminder that we do post our minutes on our webpage and we could include links so that staff could access information when they want. Spotlight on different staff employees (Jillian Leclerc as the first).

#### Membership Subcommittee – Sub-Chair is Patty Sellers

This sub-committee should meet before Open Enrollment.

#### Outreach Subcommittee – Sub-Chair is Sarah Irizarry

This sub-committee will get organized for Open Enrollment(OE) with an Informational Table available during the OE meetings.

#### Safety/Security Subcommittee – Sub-Chair is Elizabeth Middleton

No topic discussed

### **Staff Suggestions (Box)**

Chairman Olsen shared the suggestion about "Water bottle Refill stations".

### **Other/Open Discussions**

Discussion about future Guest Speakers this Spring 2020

Jan: Dondi Kuennen, VP of HR and bring Karen Hill, Leave Specialist

Feb: Brian Ehrlich, VP for Enrollment Management

March: Marsha Bewersdorf, CFO

April: Brian Lail, President of Faculty Senate (Professor, COMP ENG)

Consider switching the Feb and April speakers.

Next Meeting scheduled for January 8, 2020

Meeting adjourned at 11:15 am

Submitted by Donna Cassario