

Staff Advisory Committee

February 10, 2021

Attending: Donna Cassario, Sarah Irizarry, Arlo Del Rosario, Amy Meyer, Angela Taylor, Sarah Ayers, Allie Biagioni, Lee Karnbach, Dan Welch, Jennifer Nessmith, Regine Diehl, Cheryl Leblanc, Steve Czagas and Charles Cherrito.

The meeting was called to order at 9:30 am by Chair, Donna Cassario. January 13, 2021 minutes were approved.

Discussion

Feedback on recent Open Enrollment

- Enrollment for benefits in Workday was fairly easy. Some shared that ICuba enrollment was a little more intuitive about each benefit.
- There was concern among the membership that a confirmation email was not sent when enrollment was completed. It was unclear as to how to view the choices that were made, thus causing the employee to be less confident that they completed the process correctly.

*Donna will communicate with Human Resources regarding this feedback.

Subcommittees-members and updates

Benefits Subcommittee – **Angela Taylor and John Meyer, Co-Chairs:** Dan, Cheryl, Tina and Sonny

- Did not meet. Will schedule a meeting before March 10.

Communications Subcommittee – **Arlo Del Rosario and Jillian Leclerc, Co-Chairs:** Sarah Ayers, Dan, Regine and John

- Newsletter was produced and was well received. There were a few fun topics and reminders of the current Open Enrollment and SAC online suggestion box.
- When the committee meets again they will discuss improvements to the MVP program.

Membership Subcommittee – **Donna and Sarah Irizarry, Co-Chairs:** Allie, Lee, Andy, Laura and Elizabeth

- A meeting will be called before March 10.

Outreach Subcommittee – **Jennifer Nessmith and Regine Diehl, Co-Chairs:** Tina, Sarah A., Laura and Elizabeth

- The subcommittee met to discuss a possible on campus “food pantry”. The following ideas were discussed:
 - Allows for students and staff to apply for aid online by use of a panther card at Panther Grocery
 - Option to allow unused flex cash to be donated
 - Option to have voluntary payroll deductions or a rounding up program
 - Conduct a survey of how many staff/students need this
 - Would need someone to oversee the program

*Jen to meet with Donna to formalize recommendation to the President about this idea

Safety/Security Subcommittee – **Amy Meyer and Sonny Cherrito, Co-Chairs:** Steve, Allie, Lee, Jillian and Andy

- This committee has not met

Other/Open Discussions

- A member shared that a colleague had their Discovery Benefits card suspended without notice
*Donna to follow up with HR/Benefits

Suggestion Box

- Safety concern about feral cats being fed on campus
 - Sonny Cherrito said that this issue was brought to the attention of EHS and addressed. He will forward the email string to Donna for review and documentation. A recommendation was made by Environmental Health and Safety including policy adjustments.
- Performance Evaluation system is unfair
 - Discussion directed towards “chain of command”, Merit or COLA increases and every department is different.
*Donna will discuss with Dondi in HR
- Suggestion that a reminder of our Mission be sent to all employees
 - Discussion among committee to try and determine the reason and prospective to where this suggestion came
*Donna to address this with the President’s office

Next meeting March 10, 2021 @ 9:30AM

Adjourned 11:02am

Submitted by Donna Cassario