

Staff Advisory Committee

March 10, 2021

Attending: Donna Cassario, Sarah Irizarry, Arlo Del Rosario, Amy Meyer, Sarah Ayers, Allie Biagioni, Lee Karnbach, Tina Ellet, Dan Welch, Jennifer Nessmith, Regine Diehl, Cheryl Leblanc, John Meyer, Elizabeth Middleton, Laura Danner, Steve Czagas and Charles Cherrito.

The meeting was called to order at 9:32am by Chair, Donna Cassario. February 10, 2021 minutes were approved with the correction Amy Meyer wasn't present.

Discussion

- Jillian Leclerc is resigning from SAC. Her regular job duties have increased and she no longer has the available time to give to Staff Advisory. She will be missed.

Subcommittees-members and updates

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

- Disseminated open enrollment info through Communications team.
- Sick bank is not part of open enrollment this year, and is being done separately through email.

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

- There was a discussion about understanding the MVP program.
- Jason Griggs said to win, the nomination is judged on the merit of the write up, not how many times a person's name is submitted. This was clarified by Cheryl who is on the MVP program committee.

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

- Met 2/25/2021
- Discussed ways to add diversity to the SAC by way of questions on the application
- There are 7 people leaving the SAC (this includes Jillian)
- Donna asked those that are leaving to encourage someone from their department to join
- Reviewed current application questions
- Asked the group to provide suggestions of questions to ask to increase diversity

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

- Discussed outcome of presentation of food pantry idea to Becky
- Email was sent out about options for resources
- Money is available by HR as emergency funds-this money came from when leadership was asked to contribute 10% of their salary at the beginning of the pandemic. Dondi will share the amount with Becky.
- Email from Becky said if someone needs assistance to contact HR.
- Jenn to find original email about if people need assistance
- Can people apply to the emergency fund more than once?
- Emergency fund notice needs a link to apply
- Dining posts important emails because some of the dining staff do not have access to check email

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

- No updates

Old Business and Follow Up:

- Benefits Confirmation Statement-Email sent on March 2nd with instructions on how to view your Open Enrollment elections
 - Next open enrollment there will be a confirmation
- Other comments from Dondi in HR regarding Open Enrollment
 - HR was monitoring people who didn't do open enrollment to make sure everyone got in
- "Mission Statement" suggestion, follow up
 - Wes is drafting a notice from Dr. McCay
- Faculty/Senate review with Becky. Providing an Open forum for Staff-Becky's response
- Recording Paid Time Off: Non-exempt can do this in 15 minute increments and it is working in "Workday". Exempt employees can do this in a minimum 2 hour increments.
- Performance Evaluation system-Dondi's response, Process, Merit v. COLA (review Dr. McCay's Oct. 8th email)
 - No plans to change this process, will be electronic fall 2021

New Business and Other Items

- "Remembrance Day" for Staff to honor and support each other for those employees who were lost over this past year (Sarah I.)
 - Suggested this not be advertised as an event (pandemic issue) rather it be on your own time
 - Could be a specific place people could go on their own time
 - Could be a virtual event, Gleason, Pantherium were suggested, please send more suggestions

Next Meeting, April 14th 2021, 9:30am

Adjourned 11:02am

Submitted by Donna Cassario