

Staff Advisory Council General Council Meeting Minutes

Friday, October 7, 2022 @ 10:00am - 11:30am in the Toepfer Room and via Zoom

Welcome at 10:05 am by Dawn Ellis. This is the first hybrid meeting of the Council since COVID, with members attending in the Toepfer Room and joining via Zoom. Many people expressed gratitude for the ability to participate via Zoom.

Minutes approved without amendments: Motion by Dawn Ellis, seconded by Karyn Newton.

Speakers

- Eddie Bolton, *Director of Institutional Research*
 - *Engagement Survey Update*
 - Gave detailed information regarding the composition of the committee and their process, the data gained through the survey and next steps. There was only a 55% response rate, lower than what Gallup had expected. They think it is because of the timing. Managers received data from the survey and schools are utilizing different strategies for responding to the data. The committee thinks one good outcome is that discussions are starting to take place between managers and employees. There will be a pulse survey checkup in November to determine the progress. Bolden took questions from the group including how to measure those who didn't participate, how to deal with survey questions that were open to interpretation and figuring out why staff is disinclined to give feedback in general. A copy of the Powerpoint presentation will be made available to SAC reps.
- Gabrielle Lincoff, *Deputy General Counsel and Deputy Risk Management Officer, Office of General Counsel*
 - *Reproductive Health Task Force Update*

The task force has three working groups: Reproductive Health Services Access, Academic Freedom, and Retention and Recruitment.

 - *Ensuring reproductive health services*
 1. *through insurance (added travel and lodging benefit) and a student health emergency fund that helps fill the gap between cost and insurance coverage for all health emergencies*
 2. *Offering free reproductive health kits for students that contain Plan B, condoms, pregnancy tests, and more as well as adding wellness vending machines that are available 24/7 and offer cough drops, ibuprofen, pregnancy tests and other items.*

3. *Providing accurate and up-to-date information on the task force website and in informational cards.*
- *Partnering with the faculty for campus discussions*
 1. *Reproductive health discussion series*
 2. *Curriculum issues*
 3. *Freedom of expression/academic freedom discussion*
- *Retention and recruitment at the university*
 1. *Created hardcopy materials for this purpose*
 2. *Gave guidelines for what search committees can say to candidates*
- *Lots of thank yous from reps for the work the task force/working groups have done and some suggestions for how to keep the website in people's minds.*

New Business

- Raymond Krajci proposed that an ad hoc Rules and Records committee be formed to help improve how SAC organizes itself and to make the meetings more effective. He suggested that the new committee would collect ideas and come up with recommendations to submit to the general council. The council reps liked the idea and several people volunteered to be members.

Reports of Standing Committees

Communications: Karoline Kramer*, Shannon Swiatkowski

- Website updates continue. All SAC swag was given away at the Party on the Quad.

Community Service: Theresa Grigger (via email report)*

- 54 boxes of supplies were sent to 3 local schools. Can someone volunteer to help with a small basket raffle at the benefits fair?

Elections: Karyn Newton*, Jim Prince

- Waiting for 1 law school staff member to accept the nomination and will then run the election

Fringe Benefits: Kaitlynn Craig*

- Reminder to get your wellness documentation in by the approaching deadline. University is still working on dental benefits. The Benefits Fair will be November 7-11.

Staff Policy: Jim Nauer*

- Hasn't met since August. The next meeting is October 20 at 4 pm.

Staff Recognition: Teresa Underwood*, Paul Keeley

- Committee completed some organizational projects and is working on updating the President's Award plaque in Adelbert. Hope to have an updated proposal for new ways to recognize staff in the next month.

Staff Training and Development: vacant

- This committee still doesn't have a chair and, therefore, hasn't met.

Reports of Ad-Hoc Committees and Liaisons to the University Committees

Sustainability Initiatives, vacant

- Carlier Myers volunteered to be the liaison.

Diversity Leadership Council, Dedra Hanna-Adams

- Dedra's term is up so Dawn Ellis will attend future meetings.

Faculty Senate, Dawn Ellis

- The status of the childcare center is pending due to an increase in the cost and no donor to cover the difference. Another survey will go out soon to the community regarding the potential center. Please complete it.

Parking Advisory, Paul Keeley*, Jeffrey Daberko

- There haven't been any meetings since the past chair left the university. Paul will reach out to Access Services to see what the status is.

Announcements from the Executive Committee

- Certificate of Appreciation
 - The Office of the President is going over the specifics of the certificate. Please check your mailing address and location code on the SAC address form if you haven't already. Dawn will resend to everyone after the meeting.
- Community Dialogue
 - Lisa Camp from the Provost's office is wondering if staff would want to do a 3 hr community dialogue session with Naomi Sigg on handling tense conversations (de-escalation techniques, active listening, etc...). Reps thought it was a good idea but questioned ability of already busy staff to do a 3 hr session. Thought having it virtual may help. Also thought it would be helpful to figure out how to manage tense conversations between faculty/staff/students.
- SAC rep at new employee orientations
 - Orientations will continue to be virtual, so Elizabeth Miller volunteered to work on a slide that could be a part of the presentation. She'll put it past communications first.
- Increasing SAC Membership
 - Would it be helpful to form a SAC nominating committee? Maybe try it as an ad hoc committee for a year and then determine how to proceed. Let Dawn know your thoughts of this.

Adjourned at 11:20 am.

In Attendance:

Zoom: Kathy Miller, Jessica DeCaro, Missy Akerman, Jeffrey Daberko, Kate Klonowski, Paul Keeley, Elizabeth Miller, Karoline Kramer, Liz Bober, Danielle X, Renee Holland-Golphin, Jim Nauer, Siu Wan Scott, Andrea Hess, Dominic Dorazio, Kaitlynn Craig, Karyn Newton, Lauren Bohatka, Susan Reichert, Angela Clark-Taylor, Jim Prince, Teresa Underwood

In Person: Dawn Ellis, Victoria Hilditch, Ray Krajci, Carlier Myers, Ricky Marcus, Crystal Sabol

Excused: Therese Grigger, David Retzer, Jean Seneff