Minutes of the Staff Advisory Committee to the President
July 18, 2013
Stern 201

Attending: Rudy Alisauskas, Walter Brown, Mandi Bryson, Meredith Chance, Carl Crews, Elizabeth Dixon, Susan Hallatt, Amy Orr, Ashleigh Parr, Phil Stevenson

Not attending: Frank Budd, Herbert Frasier, Clara Hodges, Brian McGee (ex officio), Ed Pope (ex officio)

Ashleigh Parr called the meeting to order at 10:45 am.

Old Business
There was no old business.

New Business
The 2013-14 SAC needed to elect new leadership positions: Chair, Vice Chair and Secretary/Treasurer.

Amy Orr declined nomination of Chair.

Ashleigh Parr accepted nomination of Chair and was unanimously elected.

Amy Orr accepted nomination of Vice Chair and was unanimously elected.

Meredith Chance accepted nomination of Secretary/Treasurer and was unanimously elected.

The representative for Marketing & Communications division election was held. Meredith English Perrone was elected by anonymous vote. Meredith Chance will notify her. (*update: Meredith English Perrone was notified and accepted.)

A discussion of subcommittees took place. There were four subcommittees previously: Membership, External Relations, Communication, and Constituent Concerns & Wellness. SAC decided to combine Communication and Constituent Concerns & Wellness subcommittees. This new subcommittee will be called “Communication & Concerns”. Three subcommittees will be utilized in 2013-14: Membership, External Relations, and Communication & Concerns.
SAC members chose to join the three subcommittees:

1. External Relations – Ashleigh Parr, Susan Hallatt, Mandi Bryson, Elizabeth Dixon

2. Communication & Concerns – Amy Orr, Susan Hallatt, Rudy Alisauskas, Phil Stevenson, Walter Brown, Herbert Frasier

3. Membership – Meredith Chance, Mandi Bryson, Carl Crews

Those not in attendance will be asked which subcommittee(s) they would like to join.

The Staff Appreciation brunch was well-received. SAC members who attended believe most of the feedback to be positive. Clara Hodges has feedback she will report at the next SAC meeting on August 7.

We estimated to have approximately 400 attendees attend, but we believe nearly 500 attended. We will not be charged for the additional attendees. Suggestions for next year is to limit going through the food line once, plan for more attendees if we don’t take RSVPs, and to spread out the raffle items to make more instead of a few groups of multiple prizes.

Ashleigh will talk to the Controller’s Office to take care of the paperwork in order to get new names on the index form.

Several items were approved that will need to be purchased for SAC: nametags with names and SAC (no years), and a tablet with accessories for taking notes, etc. Meredith English Perrone will be asked about creating a wordmark to include “Staff Advisory Committee” (*update: wordmark has been created).

We will meet with President Benson once per semester, dates to be decided after the next full SAC meeting and subcommittee meetings. Ashleigh will reach out to Brian McGee at that point to determine which dates work for the President’s schedule.

It was decided that future SAC meetings will be held the first Wednesday of each month, beginning August 7. We will meet from 10:30 a.m. – 12:00 p.m. Mandi will check on room availability in the Stern Center (*update: Stern 321 will be the location for meetings through November).

Phil volunteered to perform administrative duties for the SAC website, Sharepoint, and SAC inbox.

Ashleigh will assist with the rights to the inbox where needed.

Subcommittees are encouraged to set meeting dates. Please report these to Ashleigh, Amy, and Meredith C.
Minutes from this meeting and the June 20 meeting will be offered for approval at the August 7 meeting.

Chair’s Report
Ashleigh reported that the Board of Trustees will be meeting on August 1-2. The SAC Chair is supposed to give an update to the BOT on August 2. Time/location TBD.

Ashleigh Parr adjourned the meeting at 11:38 a.m.

Respectfully submitted,

Meredith Chance
Secretary/Treasurer
Staff Advisory Committee to the President