**Staff Advisory Committee**

**January 10, 2018**

**Attending:** John Allen, Rachel Carroll, Donna Cassario, Gayle Duncombe, Dona Gaynor, Jason Griggs, Liz Kyle, Dominic Lombardi, Lisa McKendree, John Meyer, Evan Olsen, Lisa Petrillo, Danielle Schukoske

The meeting was called to order at 9:20 a.m. by chairman Dona Gaynor. December minutes were reviewed and approved by the committee.

**Committee Structure**

The President’s office has reviewed and approved the SAC bylaws.

**Committee Membership**

The membership subcommittee recently reviewed applications and submitted their recommendation to the President’s office. The President’s office has reviewed and approved candidates Sarah Irizarry, Assistant Director Clemente Center and Erika Moskowitz, Accounts Payable Specialist. The committee looks forward to welcoming Sarah and Erika at the February monthly meeting.

**Outreach Social**

The outreach committee is actively looking for ways to reach out to staff members. SAC will be attending the Market Day(s) on campus. The outreach committee is in the process of creating fun activities to help encourage staff members to participate at the event and provide suggestions to improve employee morale.

**Communications**

The communications subcommittee is in the process of reviewing options to create an anonymous online suggestion box. The committee will submit their recommendation to the President’s office for review.

**Guest Speaker**

Karen Gathercole, Associate Vice President of Human Resources attended the January SAC meeting. The committee provided suggestions that have been brought up at the outreach events. Karen provided updates on items such as open enrollment, electronic human resources forms, employee service awards and the upcoming performance appraisal process.

The SAC discussed inviting additional guest speakers to the monthly meetings.

The next SAC meeting is February 14th at 9:30 am in the Allen Henry Building conference room.

Submitted by Danielle Schukoske