

Staff Advisory Committee Meeting

July 30, 2019

2:30 p.m.

279M PLSH

The objectives of this meeting will be to:

1. Individual Committee Term dates
2. Conduct elections of the Chair, Vice-Chair and Secretary.
 - a. If you have questions about the duties for these positions please consult the by-laws on the Box folder.
3. Finish the by-laws
 - a. Determine how the Committee will update the representative composition.
 - b. How ballots will be made and how eligible voting staff will vote by email or ballot.
 - c. Awards:
 - i. Update professional development award requirements and eligibility
 - ii. Further develop the wording about the special contribution award
 - iii. Awards by other entities: how will we decide the wording around this.
4. Vote on the finished by-laws.

Attendees: Michael Carlson, Daniel Simon Jr, Katelyn Rife, Kaye Wolfe, McKenzie Sutter, Samantha Isaacson, Cheryl Dunn, Kay McClure-Kelly

Carlson called the meeting to order at 2:31 p.m.

1. Confirmed committee member term dates. Members to rotate off June 30 of year behind name.

Michael Carlson (2021)

Katelyn Rife (2022)

Kaye Wolfe (2023)

Kay McClure-Kelly (2022)

Daniel Simon Jr (2023)

McKenzie Sutter (2023)

Samantha Isaacson (2021)

Cheryl Dunn (2020)

2. Election of officers.

Isaacson nominated Carlson as chair. Seconded by Simon. No further nominations. Motion carried with all in favor.

Rife nominated Sutter as vice chair. Seconded by Isaacson. No further nominations. Motion carried with all in favor.

McClure-Kelly will serve as secretary for remainder of the year.

3. By-laws

a. Committee will maintain a membership of 3 representatives from each of the organizational units, managerial/professional, office/service and field/lab staff to maintain diverse representation.

b. Ballots will be created to be submitted by email only for ease of tabulation.

c. Awards

i. Professional development – One \$500 award per year to be given in June and used within the next fiscal year. Successful application will include details on benefit to department and university, increase in knowledge or skill set, and current research if attending/presenting at a conference.

ii. Special Contribution – Two special contribution awards each fiscal year; one individual and one group or 2 individual awards. \$250 award for single winner or \$500 divided by individuals for a group award. Nominations will be due April 1 and November 1 each year or closest workday.

iii. Nominations for awards will be forwarded to the department awards committee with notation of who has received an award from SAC.

4. Carlson will complete edits to by-laws from today's discussion and send out to SAC for email approval vote. He will also send to HR for review to ensure compliance with university policies.

Carlson will update award application forms.

The next quarterly staff meeting is September 10, 10:00 a.m. in 150 Keim.

Meeting adjourned at 4:03 p.m.

Respectfully submitted by Kay McClure-Kelly