

Staff Advisory Committee Meeting

September 4, 2019 1:00 p.m. 279M PLSH

Attendees: Michael Carlson, McKinzie Sutter, Cheryl Dunn, John Lindquist, Katelyn Rife, Kaye Wolfe, Samantha Isaacson, Kay McClure-Kelly

Carlson called the meeting to order at 1:00 p.m.

By-laws - Sutter worked to clean up some language to make the by-laws more consistent. Committee reviewed edits from last meeting. Discussion was held on finalizing by-laws. John Lindquist will review the by-laws and submit to Department Head for review. After administrative team reviews and edits, the by-laws will be sent to all staff for review and input prior to the December quarterly staff meeting. SAC will vote to adopt the by-laws after all changes are complete.

September 10 Staff Meeting Report – Carlson will provide update on by-laws including changes to election process and Professional Development and Special Contribution Awards.

Future SAC Projects – The staff appreciation lunch was discussed. Carlson will meet with Activities and Entertainment Committee Chairs to discuss the lunch and offer SAC assistance to the program if they would like. One suggestion was to create a presentation to recognize award winners and staff contributions to the department, perhaps photos of events from the year.

Question arose about the reviewsnap email that was sent on September 3. It appears that the system is being upgraded, but not the process as we will still use the same five questions. Training on the new system will occur this fall for employees and supervisors. New conversation periods going forward will be: Winter/Spring (December 1 - March 15) and Summer/Fall (July 1 – October 15). McClure-Kelly will check with Becky Carter to see if any changes to the process will be forthcoming.

Meeting adjourned at 2:03 p.m.

Respectfully submitted by Kay McClure-Kelly