**University of Illinois Staff Advisory Council Meeting Minutes**

**February 15, 2023; 8:30 a.m. – 10:00 a.m. via Zoom**

**Call to Order:**

President Bridget Hillier called the meeting of the Staff Advisory Council to order at 8:33 a.m. on Wednesday, February 15, 2023, via Zoom.

**Roll Call:**

The following Staff Advisory Council members and IHR representatives were in attendance: President Bridget Hillier; Secretary Colleen Hammel; Eugene Josephitis, Keith Miller, Renee Lyell, Jennifer Sans, and Johna Von Behrens.

**Technology Updates**:

Special guests at the meeting were Renee Lyell, Director of Marketing and Communications at IHR, and Keith Miller, Multimedia Communications Specialist at IHR. They also mentioned that student Aanchal Girish Singh will be assisting with this project from IHR.

Renee explained her idea of setting up a template for a revamped Staff Advisory Council website, with “buckets” at the top, to replace the ten sidebar links on the current website.

Currently, the sidebar links on the SAC website include: 2022 SAC Election Information, 2022 Nomination Packets, Staff Advisory Council Members, Membership and Qualifications, Constitution and Bylaws, History, Activities, Campus Committees, EEO Codes and Their Classes, and Civil Service Employees and Dependents Scholarship Program.

After much discussion, the headings, or “buckets” at the top will include:

**About** includes members, mission statement, bylaws, history, EEO codes information, and election information (that later also included in a special bucket at the appropriate time).

**Contact** includes “Contact your representative”, officers and all SAC members and email addresses, and the campus committees on which they serve, plus appropriate liaisons;

**Initiatives** include Civil Service Employees and Dependents Scholarship Program Fund in Honor of Marjorie Beasley Committee, Chancellor’s Staff Excellence Award, All-Employee Expo, and more.

**Committees** include a list of the committees members participate in and are associated with SAC such as Council of Councils, Big Ten Staff Governance, Training and Employee Development Advisory Committee (TEDAC), and more.

**Meetings** Agendas/Minutes include those that will be open to the public in the future, perhaps quarterly or semi-annually, along with minutes if appropriate.

**Blog** is where we can have open communications – perhaps a webtools form to ping a member of the Council when a communication is posted, and a suggestions box. There would be a link to this new website on the campus Employee Advisory Groups page.

For the All-Employee Expo special bucket, we request an area where vendors and employee groups could sign up to participate. This will most likely be a form created in webtools. This bucket can be hidden until the Expo nears. This is true for any event or information that SAC would like to highlight.

Johna requested to have a naming convention in place for the new URL for the site that can be short and easy for people to remember.

Renee also mentioned that they have access to a wide range of campus pictures that can be incorporated for more visual interest on the site. She also mentioned our request to have a group picture of the Council on the website, for which we hope we can all convene on March 1 for that photo (and good weather). In addition, we suggested a carousel of photos at the top which highlights events we have coming up, to add visual interest. If anyone on SAC has ideas for appropriate pictures to include from the campus image database, please let Renee and Keith know.

Renee said they plan to have a template created in a couple of weeks. Colleen mentioned that our next meeting is March 1, and it would be a great time to review the template and discuss it as a group before the Staff Advisory Council members take a closer look at it individually before their mid-month meeting in March.

President Hillier conveyed that we need to have a main webpage that explains who we are and what we do - our purpose and how we can help other employees, that would have our group picture on it as well.

**Adjournment:**

The meeting was adjourned at 9:56 a.m.

Respectfully submitted by Colleen Hammel, Staff Advisory Council Secretary, on February 16, 2023.