

Meeting minutes for 3-6-2014

Attendees: Laurie Mastic, Lynn Holbrook, Geoffrey Carter, Brenda Teshka, Darlene Nowakowski, Eileen Barany, Kelli Brown, Maribel Rodriguez, Rhonda Singleton

Absent: Lynn McCormick

9:04 AM meeting came to order.

Staff Appreciation Day:

Discussions opened about different gifts for the event. In the past, gifts were given 2-3 times per day by random drawing for the week of staff appreciation. Staff members solicited these gifts. Brenda gave her opinion that soliciting for these gifts was different from asking for a donation to support a fundraiser and perhaps we should save requesting gifts from donors for fund raising activities only. A drawing for the centerpiece was also discussed.

Changes to the By-Laws:

The first look of the by laws involved re-wording the mission statement of SAS. The history of confidentiality and going directly to the source of a problem was discussed. Perhaps we are the support system to assist people with issues and act more as a liaison between the person and administration. We are not a governing body, but we can assist with change.

The current wording was reviewed and the new wording is as follow:

Article II: Objectives/Purposes

“To provide a fully confidential channel of communication by the staff to the administration of the college.”

Section 1. Number

“may serve up to two 2-year terms from January to December”

Section 2. Qualifications

Our remaining discussions centered on the membership of SAS. The group does not currently recognize part-time positions. Those people who work nine and ten-month positions and those people who work as true temporaries cannot come to summer meetings. As there are not many part time people within the college, and summer is not a critical decision making time, the staff decided to leave the wording as it is.

Section 3. Duties and Authority sections is to be left as is.

Section 5. Meetings

This will be changed to state we meet monthly and not two times a semester.

### Section 6. Notice of Meetings

Notice of time and place of all meetings, and agendas, shall be prepared by the president and delivered two days before the meeting date. The dates, time, and place should be posted on the website so members and public are aware.

Changes to schedules are to be amended on the SAS website within one day of a scheduled change.

The president will notify all the ALSEC listserv of the changes prior to the meeting. The president and media officer will have administrative power for the listserv.

Sections 8, 9, 10, were determined to be satisfactory.

### Article V: Officers

#### Section 1. Number

There will be four officers. They are president, vice president, secretary, and media officer.

#### Section 3. Duties

Media officer duties need to be outlined after the secretary duties

#### Section 4. Terms of Office

Change verbiage to say, "Each term shall commence with election results at the January meeting."

We will finish bylaw review at the April meeting, starting with Article VI: Meetings

A summary of the ND Voice Committee which includes action items and responses will be paced on the SAS website.

Maribel, Laurie and Eileen are to work on a directory list by department that will be posted on the SAS website. It will help facilitate knowing whom a person is talking to and their capacity within the College. No one should post anything without Eileen's approval. Photos were requested of the SAS membership to post on the SAS website. Concerning the FAQ section, it was decided to remove some of the items and make some decisions about the types of topics that should be covered in that forum.

### Old Business:

The Lounge and our desire to have one has been an on going topic for over a year. Simply, many people have nowhere to go to eat or spend their lunch hour uninterrupted. The question is how long we are going to push this subject without getting a result. It was suggested that we address this subject bi-monthly, to make sure it stays active.

A quick review of the previous month noted that the president will use the minutes to set the next agenda. There will be a new employee lunch at Greenfield's on the 13<sup>th</sup>; Darlene and Brenda will be attending.

Staff Appreciation Day conversation with Rob, Mo, and Lori.

The committee recommended ~~that we stop~~ the everyday "prizes" and Rob agreed to a staff appreciation day where all staff members were appreciated. Everyone should get a gift card or plant. It is time to change the venue. Basement of McKenna was suggested, perhaps with supervisors in a lighted more fun atmosphere. Other venue suggestions were Eck Center, Namoli, and O'Briens for a more conducive atmosphere to network. Keynote speakers were also discussed.

Amazing Moments is March 12<sup>th</sup>. Two sessions will be held with lunch in between, at the North Dining Hall.

The College of Arts and Letters will be starting a book club. It will highlight various authors within the College, with the first book being written by Valerie Sayers. They would like to have a book discussion with lunch half-way through (1 month from distributing the book) and a lunch with the author at the end (most likely 1 month after the mid-way point).

Meeting adjourned at 10:33 AM.