

SAS Meeting Minutes for November 12, 2014
9:00-10:30 am; 339 O'Shaughnessy

Attending: Eileen Barany (by phone), Lynn Holbrook, Laurie Mastic, Lynn McCormack, Maribel Rodriguez, Rhonda Singleton, Brenda Teshka

Absent: Kelli Brown, Darlene Nowakowski

Guest: Rob Becht

Meeting called to order at 9:05

Regular Business:

1. January Workshop

- a. Glass Painting-will check with Rob on approval later in meeting. Darlene has talked with presenter (Stefanie) who will need a signed contract to schedule. She requires a check for payment in full at least 2 weeks prior to event. She said to plan on 2-3 hours for the event.
- b. Date, venue, food- Actual date scheduled is **Thursday, January 8**. We will plan on a continental **breakfast at 8:30am, painting from 9-12, and lunch at noon**. This will give time for the paint to dry before leaving. The workshop will be held in North Dining Hall. Painting will be in the Gold Room with lunch in F Room. Maribel scheduled the Gold Room and F Room from 8-1:30.
- c. Door Prizes-Rhonda, Lynn H., Lynn M, and Maribel all volunteered to make calls and visit local places to ask for gift cards. Rhonda also volunteered to pick up gift cards, if others are unable to do so.

2. Website Idea

- a. Post pictures from events-Lynn M. will send the ones she took during the library tour to Eileen.
- b. Lynn M. brought forth an idea to create a Bucket List for tours on the website. All staff will be asked to add any ideas they may have for tours and workshops. There will also be a section of past tours and workshops (hopefully with pictures) added to the website. The request to add items to the Bucket List on the website should link to SAS's email address. Brenda will forward the list of past ideas to Eileen. Lynn M. will review the list for events that have been held.

3. Committee Openings

- a. At the start of the new year there will be four places on the committee to be filled-Lynn Holbrook, Lynn McCormack, Brenda Teshka, and the opening from earlier in the year. Eileen will send out a message for self-nomination on Monday, December 1. The deadline will be Monday, December 15. (In reading the bylaws to confirm the date, we realized that it was listed as December 5. That mistake has been corrected.) If there are more nominations than openings, the election will be mid-January.

4. Standing Desks

- a. There was an inquiry to SAS members about how to get a standing desk. Brenda checked with Kathy Knoll and was told there was no intention to get them for all. It is too cost-prohibitive. When there is new construction or a remodel, standing desks may be installed.
- b. Rhonda worked with Kathy Knoll and Jennifer from Business Furnishings. She found that it would be more hassle than it was worth. She would lose her privacy counter, filing cabinets would all need to be changed. It would require an entire office re-do.
- c. Brenda and Lynn H. shared a solution, but your department would need to pay for it. Varidesk.com has an option for \$300-350 that will fit on your desk. A mat to stand on is

also important and can be found at Office Depot for \$119. This is very easy to lift or lower. It does meet university standards.

5. Other

- a. Ed Kelly won the SAS basket.

Dean's Office and HR Updates with Rob

1. Rob approved the January glass painting workshop.
2. He said that Mo is still receiving money for the October fundraiser. She will put out the final numbers in the next week or two.
3. When Brenda reviewed the number of openings on SAS, Rob offered his assistance to suggest names.
4. Rob would like ideas for additional Lunch and Learn sessions. The group suggested Kate Russell for a Conductor session, also a Best Practices – Tips and Tricks session. Rob thought it might be good to have this as a regular part of the Staff Administration Meeting.
5. The todoist.com tool that Chas Grundy mentioned during the Staff Administration Meeting is very effective according to Rob. He encouraged us to try it.
6. Rob is interested in suggestions for altering the Staff Administration Meeting. The format has been the same for several years now. Venue was mentioned-119 O'Shaughnessy is very crowded. He said he received complaints when the meeting was moved to South Dining Hall last year. Unfortunately, the day of that meeting was frigid and snowy. Those with offices not in O'Shaughnessy said that the weather affects their attendance. We all liked the auditorium in the Snite.

Meeting adjourned at 10:33 am.