

**SAS Meeting Minutes for February 6, 2014
9:00-10:30 am; 119 O'Shaughnessy**

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

Meeting called to order at 9:03 am. Introductions were made, as the committee is new.

New Business-

Election of Officers

Brenda Teshka was re-elected to office of president. After a brief review of the duties of the vice president, Darlene Nowakowski was nominated and accepted the duties of the vice president position. Secretary duties were reviewed and Lynn Holbrook was nominated and accepted the responsibilities of secretary. The media position was the last vacancy to fill. Since the position is relatively new, a list of duties was compiled. They are as follows but not limited to: Programing, communications through us of the SAS email, and maintaining the website and LISTSERV. Eileen Barany was nominated and accepted the post.

Review of Terms

There will be regular yearly elections to serve for two years. A member can serve two consecutive terms. A member must then be off of the committee for 4 years.

Elections will be held in January and if there are not enough people on the SAS committee to hold a quorum of 10, the committee will go on hiatus until membership can be brought up to the minimum.

Committee Business

A staff member came forward with a history of recent events that was recalled to the committee. The concern covered the transition of staff between departments and lack of support for the transition time. Staff members are regularly asked to take on a new position and assist the new person coming into their past position while learning a new post.

The difficulty in the transition is time to do both jobs, especially if the previous person did not maintain the newer position, or if the position is a brand new. Staff members faced with this issue find the time extremely stressful due to not being able to perform and maintain job integrity. The committee asked a variety of questions concerning the lengths the staff member went through to receive help and guidance through the transition. After this encounter, the committee determined that the college and human resources had failed to provide adequate support and a number of options were laid out by SAS.

1. The dean's office should advise us of transitioning people so we, as a group, can call upon our contacts to assist a transitioning staff person with guidance through a mentoring program.
2. There needs to be a better, and more accessible, "best practices" guide for determining the "how to's" more efficiently and effectively.

The committee determined that a full list of people who are willing to be mentors should be compiled by job type, so the best people may be contacted when questions arise. The suggestion was also made to do a staff directory with photographs so that faces and positions can be linked creating a better opportunity for exchange.

A subcommittee was formed to provide an informational listing for new employee transitions on the SAS website. The committee consists of Eileen, Maribel, and Laurie.

Spring Workshop

The SAS committee will not host a Spring workshop this year. The Dean's office, together with Human Resources, will present two Amazing Moments. It is scheduled to be held on March 12th

Administration Update by Rob, Mo, and Lori

The concerns of the early part of the meeting were presented. Temporary hiring was addressed as part of the solution for transitioning staff. It was suggested that temporary outsourcing is not always a good idea and perhaps the better solution is to look at retirees who understand the system and have worked in the college previously. Another suggestion was to use any nine-month employee

for extra work in the summer months and not outsource for work that arises during that time.

Concerning the lounge, the ADA has put a halt on some of the previous spaces. The committee suggested a lounge in another building, perhaps Flanner. The expectation of the space is undetermined due to the need for faculty space at this time. SAS is still lobbying heavily for a lounge space to assist in the networking of staff members.

There will be a Great Hall Renovation occurring over the summer which will address the ratty rugs in the entrance way and perhaps lead to cleaning and repair on some of the others in the building.

New hire breakfasts will be coming up and volunteers will be needed.

The meeting adjourned at 10:33 AM

Submitted for review.
2-28-2014
revised March 4th

Lynn J. Holbrook