

SAS Meeting Minutes for 12/9/14
9:00-10:30 am; 119 O'Shaughnessy

Attending: Eileen Barany, Laurie Mastic, Lynn McCormack, Darlene Nowakowski, Maribel Rodriguez, Brenda Teshka

Absent: Kelli Brown, Lynn Holbrook, Rhonda Singleton

Guests: Rob Becht, Mo Marnocha

Meeting called to order at 9:05am

Regular Business:

1. January Workshop

- We need an accurate number attending for check to be prepared and mailed to presenter. Currently there are 38 attending. Darlene will check to see if we have a few additional to our numbers, if we could pay for them later.
- Maribel asked about the set-up to inform North Dining Hall. We will ask for rows of tables with a presenter's table at the front.
- Eileen will send out a reminder to all attendees with the schedule and a note to wear an apron or old clothes, as the paint will not wash out. The presenter confirmed that the paint on the glasses should dry completely over lunch.
- Make sure that Lori Maurer has been contacted and invited to attend as she is not on the ALSEC listserv.
- Door Prizes are being inquired about. Door Prize selection – have boxes for each prize (Brenda had the decorated ones used last year). Each attendee will be given slips of paper (5-10 each – names printed or have them write their name) to place in the box for the prize of their choice.

2. Committee Openings

- Two people have self-nominated at this time. We talked about staff we could try to recruit. January SAS meeting – Brenda will attend to “pass the reins” to the next president.

3. SAS Website

- Mentors – At least once a semester send an email asking for mentors. It is a good idea to request names of who you would like to see in the mentor role, so they may be asked by SAS. Many times people don't see themselves in this role.
- The website is not accessed often. We discussed ways to get the word out as there are many good resources on it. When sending emails to ALSEC, always include a link.
- Make sure the website has the final version (without the changes marked in red) of the minutes on it.
- There was a complaint about including the Staff Directory on the site and it has been removed.

4. Advice from outgoing members for SAS going forward.

- The committee has many good ideas. We need to ask ourselves when considering ideas “Do we have time to implement it?”
- Hopefully the new committee will be a diverse group. Do not be afraid to speak up. Remember that respectful disagreement is a good thing. In the end we are friends and colleagues.

Dean’s Office Updates with Rob and Mo

- The fundraiser for United Health Services made over \$11,000! Mo has the final few checks coming in and will report to the College the final amount in the next day or two.
- Rob reported 3 staff openings in the College: Political Science, ALCO, and the Dean’s office.
- The Christmas Luncheon will be held Friday, December 19 in the Great Hall. Entertainment will be provided by LaVille High School.
- Rob asked about parking/construction issues that we have heard about or experienced.
 - a. Faculty have complained that the shuttle does not run all day. He said to refer faculty to the Faculty Senate for those issues.
 - b. DeBartolo was locked at 5pm on Friday so there was no access through the building to the parking lot. Rob stated that the College will observe official hours from 8am-4:30pm with a 30 minute lunch for the two weeks after break. He would like to continue to keep those hours with the construction/parking issues as reason to do so.
- Teleconferencing Equipment –Lynn M. asked about getting departmental conference rooms set-up to teleconference. She has had to reserve rooms in other buildings. Rob said that it is not that expensive for a department to add to their conference room (around \$3000) and they should use their discretionary funds. The Dean’s Office will not do this for each department. He also noted that whenever there is a remodel of space (like History) or new construction (Political Science and Anthropology as examples), teleconferencing should be discussed in the planning stage. When Lynn asked about adding equipment to 339 O’Shaughnessy for anyone to use as some departments do not have their own conference rooms, Rob said he would contact ALCO about setting it up.
- We were told the Hands-free doors for the bathrooms in O’Shaughnessy have been ordered.
- Mo commented on the \$50 Christmas bonus. The physical check will come with a letter in the mail during the week of December 8-15. If staff do not receive it, please call 5900.
- Rob and Mo added additional names to the list of staff to ask about serving on SAS.

Meeting adjourned at 10:30 am.

Minutes respectfully submitted by Laurie Mastic 12/17/14