

**SAS Meeting Minutes for February 3, 2015**  
**9:00-10:30 am; 119 O'Shaughnessy**

**Attending:** Eileen Barany, Kelli Brown, Laurie Mastic, Darlene Nowakowski, Marie Revak, Rhonda Singleton, and Terri Sweeney

**Absent:** Maribel Rodriguez

**Guests:** Mo Marnocha and Lori Maurer

**Meeting called to order at 9:05am**

**Regular Business:**

1. Spring Break Pot Luck - Tuesday, March 10, 2015  
Spring Break is March 9-13. We decided to hold the Pot Luck on Tuesday, March 10. Eileen will send out a save the date and then later an RSVP asking all to list what they will bring. In the past the Dean's Office has provided paper products and beverages. Would they consider providing the meat?
2. Staff Appreciation – Dean's Luncheon – Thursday, May 21, 2015  
A drawing a day was discussed, but we decided against it. We decided instead to email ALSEC with fun, inspiring quotes every day. We thought that it was more appropriate to ask for donations fewer times a year (fundraiser in October and January workshop). Also this is the Dean's event to recognize and honor the staff of the college.
3. Summer Tour – Potato Creek – Wednesday, May 27 with rain date Thursday, May 28
  - a. Possible activities – Boating, biking, hiking, nature center – Rhonda will check with Potato Creek about the activities available. We decided we wanted to have events organized (i.e. meet at the water and all go out in the various boats together, hike together with a guide), but also have free time after lunch to explore the park on our own.
  - b. Lunch – Catered? – Marie will check with Famous Dave's. Other possibilities were mentioned: Jimmy John's or Subway.
  - c. Transportation – drive self, set up carpools, university vans. Kelli will check into the cost and logistics of renting a university van. We recognize that some will want to drive themselves so they can stay longer or leave early or simply for the convenience of not having to come back to campus. We would want to encourage car-pooling and van usage for the social aspect.
4. Other
  - a. The extra wine/pilsner glasses that were painted have cured and are now put away in CSEMs closet (300 O'Shaughnessy). There are 21 glasses. There was one wine glass unpainted. Laurie will contact Linda Brady and Tracy Wickham to see if either would be willing to paint it. These glasses will be available to auction off during the October fundraising and to be used as door prizes.
  - b. January Workshop – we discussed the history of the event from an all-day professional learning event. The difficulty of putting this on is that much of the information is not relevant to all. We decided to keep the focus as it has been the last few years on personal learning. We are interested in local businesses which helps us to be better patrons of our local community.

### **Dean's Office and HR Updates with Mo, and Lori**

1. Mo was asked if the Dean's Office would be willing to supply the meat, beverages, and paper products for the Spring Break carry-in. Mo said she would ask Rob, but didn't foresee a problem doing so.
2. Mo and Lori liked the Summer Tour at Potato Creek.
3. ND Voice – Lori stated that due to her previous work, Rhonda has access to the results. We need to determine how to present this to the whole staff. This should occur after the Town Hall Meeting. After that we will need to distribute a fuller version – presentation, presentation + notes to be sent out (present at a higher level and then send out details), other ideas? Rob will present a snap shot at the next Staff Admin Meeting (February 19). By having Rob present, it emphasizes the importance and will hopefully help to encourage more participation. After that, there will need to be a committee created to pick one thing and have all work on it.
4. Book Club – Mo gave us a head's up that the next book club will begin in March or April. She and Rob are still discussing which book to use next.
5. The Dean's Office will be renovated this summer to move to an open concept and to be ADA compliant. They will be utilizing classrooms and conference rooms this summer for their offices.
6. New employees – Kathy Rhymer in POLS  
Still to be filled – Art, Sociology, Dean's, ALCO, and Communications

**Meeting adjourned at 10:55 am.**

Minutes respectfully submitted by Laurie Mastic 2/9/15