

**SAS Meeting Minutes for 3/18/15**  
**9:00-10:30 am; 116 Haggar Hall**

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

**Meeting called to order at 9:04 am**

**Special Meeting - Flextime**

The committee reviewed the information gathered by Kelli on flex-time. We then discussed the important items which needed to be included.

- It is important to stress cooperation and communication. We must cover for each other.
- Only offer 3 options (8:00 am – 4:30 pm with 30 min lunch; 8:00 am – 5:00 pm with hour lunch; and 8:30 am -5:00 pm with 30 min lunch).
- Each office will determine how it is handled. All offices must remain open the full 8 hours.
- Complete a trial run – Fall 2015 which should be planned and agreed upon.
- During high traffic time the hours may need to be adjusted. Staff need to be flexible.
- Multi-person offices should not close at all. The staff should stagger lunches.
- Ultimately, there will be more coverage by the staff to the college as offices either won't be closed for lunch or will only be closed for 30 minutes (one person).
- Benefits based on the studies we researched include: greater coverage, increased morale as you work a schedule which meets your needs, ownership, less burnout, better work/life balance, and feeling of a reward/benefit.
- Adds the benefit into the university values.

Rhonda and Terri will draft for our April 7 regularly scheduled meeting. We need to add a meeting that Rob, Mo, and Lori can attend to discuss our final draft. Lori needs to be contacted about the verbage that was used in the Library's flex-time proposal.

**Additional Business – Summer Tour**

Rhonda reported that the cost for St. Pat's depends upon the number of people. If we have more than 8 canoes the cost is \$20. They will transport to the landing. They will not charge us to use a covered pavilion for lunch. After lunch there will be a guided hike.

If staff are not participating, they will be expected to be at work. Staff are permitted to come to only part of the day. They should be at work the rest of the time. Staff do not have to go back to work after the hike.

We can reschedule if the weather is bad. St. Pat's will have to call it off, so money is refunded.

The estimated total cost for 40 people for the entire event (canoe, lunch, and hike) will be \$1000. Darlene will check with Rob about the event and cost. If he approves, Rhonda will reserve with St. Pat's and Eileen will send a "save the date" email.

**Meeting adjourned at 9:50 am.**