

**SAS Meeting Minutes for April 15, 2015**  
**9:00-10:30 am; 116 Haggard Hall**

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

**Guests:** Rob Becht, Mo Marnocha, Lori Maurer

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

**Regular Business:**

**1. Flextime Proposal**

We were each given a copy of the proposal that we had worked on so far. We made format and consistency changes (i.e., always using "Flextime", not "Flex-Time"). Because the university recognizes Summer Hours, we modified the proposal to the academic year only. We discussed one person offices, recognizing that many do not have another office nearby which could cover during the lunch hour. We decided that one person offices must have a sign which lists the name of a contact person with phone number/email. There are 32 A&L staff in one person offices.

**2. Summer Tour**

- June 4 – meet at St. Pat's park by 9:45am. If 30 or fewer, the park can transport to Keller Park. If more than 30, we will need drivers. We will canoe from 10-12. We will have use of the Hurwich Shelter at no charge. Famous Daves will set up and provide lunch including a vegetarian option. At around 1pm there will be a guided nature hike of the park.
- The cost is \$20 per canoe (for 30 or more people – a little more if fewer than 30) and \$2 per person for the guided hike.
- The invitations need to go out April 20 with RSVP by April 27. Darlene will announce the event at the Staff Administration Meeting.
- If the weather is questionable, the park will determine if we can hold the event. If we have fewer people on the raindate, money will be refunded.

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

1. Rob commented that he has received positive comments about Endeavor and his letter that went out. He will bring the Flextime Proposal to the Executive Committee. He wanted to make sure that it was clear this proposal was for the academic year and the summer hours will remain 8:00-5:00.
2. **Kim Z.**  
Mo was asked if some of the funds which we raise for mammograms could be used to create a stipend for Kim Z. supporting her work. We would need a proposal on how much she is asking for and how it would be used. It is important that 100% of the money we raise serves our community.
3. **Breast Cancer Fundraiser**  
Mo asked us to consider another cause to fundraise. Look for something small and 100% local. We brainstormed and came up with a number of options. We decided to ask ALSEC for suggestions.

It is key that we work as a group and the timeframe be a month. It was suggested that we may want to do a service project. Also we might consider a spring semester fundraiser.

4. Speaker for the Staff Appreciation Luncheon will be John Affleck-Graves.

**Meeting adjourned at 10:35 am.**

Minutes respectfully submitted by Laurie Mastic 7/2/15