

SAS Meeting Minutes for May 28, 2015
9:00-10:30 am; 341 O'Shaughnessy

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 9:08am

Regular Business:

1. Welcome lunch – a couple of new hires are interested in serving on SAS.
2. O'Shaughnessy Bathrooms
 - There is still a lot of splashing. You cannot wash hands without getting water on clothes.
 - Matthew Fulcher reported that it will not work to mount a hand sanitizer on the wall outside the bathroom as it will stick out too far. Matthew is still checking on putting it on a stand.
 - There are issues with them not being cleaned.
 - Suggestion: Enter an AIM request using Dean's FOAPAL. Call the Housekeeping supervisor and manager to accompany them on a walk-through to see what we are dealing with.
3. Summer Trip
 - Rhonda will check on the plan for inclement weather (when will the park call it off, how will we contact everyone, what will happen with the food?) **An email will be sent with the contingency plan.
 - Park suggested getting to the park by 9:30.
 - Darlene and Laurie will drive to the landing if there are too many people for the buses.
 - Food is set. There are 48 planning on eating lunch. They can make last minute changes.
4. Fundraiser
 - REAL Services – Kelli sent email asking for information. They help not only the elderly, but the disabled. Anyone who is homebound.
 - How much support do they need? We would be interested in presentations from all 3 to build relationships and to find out specifically what do you do and what are your needs?
 - Should we think about splitting the money and supporting 2-3 groups?
 - Look into Annual Reports-what amount stays in the community, what amount is used for administration vs mission, what amount do they already get from ND
 - Rhonda will seek out more information from REAL Services. Marie will research Robinson Center.
 - Jessica Berkshire – ND Public Affairs – 631-5829
5. Shakespeare Series
 - If you get a group together (minimum number?) the cost is \$10, otherwise it is \$25 with employee discount. Full cost is \$40.
 - August 4-30 "Long Lost First Play"
 - August 18-30 "The Winter's Tale"

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

1. Summer Trip Update – see above
2. Fundraiser
 - How do we want to approach it? We could simply replace the mammograms with the new one in October. We could make sure the staff accepts the change (vote?). Or we could let the staff know that we are thinking about switching it and get their input.
 - We would like to inform the staff before going forward, giving the options we are considering and asking for input.
 - It is important that the monies are restricted to program not salaries. We need to determine if it is possible to restrict to certain things (mammograms and meds only, for instance).
 - Mo reminded us that it takes a lot of work to set up accounts.
 - College Fundraising Committee – to plan and organize. Volunteers would be accepted to take the burden off Mo. It would not be staffed from SAS although we could volunteer to be on it.
 - Dean's office will look into sending a Survey Monkey questionnaire to see the interest in changing.
3. Flextime – will roll it out in the Fall semester. Rob will present this to the Department Chairs in July and send out the details to staff in August.
4. Summer Hours/dress code – HR sends to those in charge of staffing as this is university policy. It should be listed on the website Monday after graduation, as it is a benefit
5. Rob would like input in our August meeting concerning the format and location of Staff Admin meetings. He would like to include best practices during each meeting – first one to include cyber security by OIT. These should be planned through the year. The kickoff meeting is September 24.
6. There is currently only one opening in the college.

Meeting adjourned at 10:34 am.

Minutes respectfully submitted by Laurie Mastic