

**SAS Meeting Minutes for 1/5/17**  
**9:00-10:35 am; 119 O'Shaughnessy**

**Attending:** Pam Hutchings, Laurie Mastic, Marie Revak, Maribel Rodriguez, Terri Sweeney, Olivia Williamson

**Absent:** Noelle Elliott, Cheryl Lee, Rhonda Singleton

**Administration:** Mo Marnocha, Kim Patton

**Meeting called to order at 9:00 am**

**Public Forum**

**Minutes**

- The minutes of the previous meeting were approved with one minor correction.

**Election of Officers**

- Laurie Mastic will serve a second term as President and Terri Sweeney will serve a second term as Secretary.
- Noelle Elliott will continue to serve as Media Officer and Olivia Williamson was nominated as Vice President.

**Winter Workshop**

- Final plans were reviewed for the January 11<sup>th</sup> Winter Workshop. Those attending will meet in Riley Hall, Room 200 for coffee and pastries at 8:00 a.m. At 8:30 a.m., each of the four groups will rotate through one of the 45-minute sessions. Lunch will be served at noon. It was agreed that a final email would be sent to remind the administrative staff of the event.

**Lunch and Learn**

- Laurie will confirm with Rhonda the details of Dr. Payne's Sleep presentation in February.
- Communications is scheduled in March and will speak on some aspect of Social Media. Cheryl is working on the details.
- Pam will confirm the date for the Thrive! presentation which is tentatively scheduled for April.

**Spring Break Event**

- Ideas were discussed for the Spring Break Event. One consideration was a movie at DPAC. Kim suggested contacting Ricky Herbst, Cinema Director for availability.
- It was agreed that a community-based organization such as Habitat for Humanity, might be an option if the SAS committee elects to participate in a service project. However, follow-up with Risk Management was recommended prior to further consideration. Pam offered to look into this. Another organization mentioned was Real Services. Kim suggested contacting Allen Holt. Terri will follow up to learn more.

**Administration Updates from Rob and Mo**

- As a reminder, Mo shared that she will email the administrative staff on how to best record UltraTime hours for personal, vacation, out of office pay (OOP), etc. as well as review the incidental time-off policy.

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

Minutes submitted by Terri Sweeney on 1/16/17