

SAS Meeting Minutes for 2/15/17
9:00-10:30 am; 119 O'Shaughnessy

Attending: Noelle Elliott, Pam Hutchings, Cheryl Lee, Laurie Mastic, Marie Revak, Maribel Rodriguez, Rhonda Singleton, Terri Sweeney, Olivia Williamson

Administration: Mo Marnocha

Meeting called to order at 9:00 am

Public Forum

- Laurie received positive feedback from those who attended the Winter workshop last month. Many thanks again to Olivia, Noelle and Maribel for coordinating this event.

Minutes

- The minutes of the previous meeting were approved.

Lunch and Learn

- Rhonda reminded the committee that Dr. Jessica Payne's presentation on *The Neuroscience of Being Your Best Self* is scheduled for Tuesday, February 21st. Part of her presentation will address how sleep and stress influences memory. Laurie will promote the presentation at the Administrative Staff meeting on 2/16 and Noelle will send another email reminding the staff of the event.
- Cheryl will follow up and determine a date for the Communication workshop in March.
 - *Late Entry 2/16/17:* Josh Weinhold, A & L Communications will present on *Social Media*, Wednesday, March 22nd at 12:00 pm, in O'Shaughnessy Hall (room 119).
- Pam will confirm the *Thrive!* workshop date and presenter which is scheduled for April.

Spring Break Event

- Terri shared the details of volunteering with Real Services and Pam shared the details for volunteering with Habitat for Humanity. Both options presented issues with the size of the groups, potential issues with transportation, and/or the availability of projects due to the size of the group. It was agreed that volunteering in the future would be considered as a separate project from the Spring Break event. The consensus was to table further volunteering options until late Spring or early Summer.
- Mo suggested a tour of Jordan Hall's Observatory (which offers a telescopic experience on the roof-top of the research facility), Greenhouse, Digital Visualization Theater, Galleria and Museum of Biodiversity, as the Spring Break event. All were in agreement and the tour would be followed by lunch in the Great Hall. Cheryl offered to follow up with the tour details. This event is tentatively scheduled for Wednesday, March 15th.

Other

- Laurie commented that the SAS Committee has one opening and anyone interested should reach out to her.
- Discussion was made concerning the SAS Summer event. Many liked the idea of canoeing at St. Patrick's Park but extending the canoe ride with lunch catered in the park. Further details will be discussed at the next meeting.
- Pam offered to look into details of touring Fernwood Botanical Garden and Nature Preserve.

- Cheryl asked if there was an outline of FAQs for SAS members to address if asked questions at the SAS/New Employee luncheons. Laurie offered to work on a draft and will present it to the SAS Committee.

Administration Updates

- Mo did not have any administrative updates but mentioned that Paul Drake, OIT will speak at the Administrative Staff meeting about Google Groups. She also commented that the Dean's Office will be conducting interviews to replace Kathy Fischer's position who is retiring.
- The policy of flextime was raised and Mo wanted to make certain that all administrative staff was aware of the rules. Laurie said she would look into the policy and address it at the next Administrative Staff meeting.

Next Meeting is scheduled for Wednesday, 3/8 in Room 131 in Decio Hall.

Meeting adjourned at 10:30 am.

Minutes submitted by Terri Sweeney on 2/21/17