

SAS Meeting Minutes for 4/12/17
9:00-10:40 am; 339 O'Shaughnessy Hall

Attending: Noelle Elliott, Cheryl Lee, Leslie Lestinsky, Laurie Mastic, Marie Revak, Rhonda Singleton, Terri Sweeney, Olivia Williamson

Absent: Maribel Rodriguez

Meeting called to order at 9:00 am

Public Forum

- The Committee welcomed Leslie Lestinsky to SAS. Leslie joins us from the History Department.
- It was suggested that an email be sent to the administrative staff reminding them of upcoming SAS meetings, along with a brief explanation about SAS. The email could serve as an invite with the time/date/location of the meeting.

Minutes

- The minutes of the previous meeting were approved.

Lunch and Learn

- Diana Placzkowski's presentation on *Thrive!* was well received. However, the attendance was low. This could be attributed to the presentation being scheduled during Spring break. It was suggested that further consideration be given when planning Lunch and Learns so to avoid scheduling events at the same time as other campus events or during semester breaks.
- SAS agreed to send a survey to the administrative staff inquiring about their interest level with SAS Lunch and Learns; why or why not they attended; and suggestions for future topics. Olivia offered to design the survey.
- Cheryl suggested that SAS collaborate with ESAS (Engineering Staff Advisory Support) for the Fall semester's Lunch and Learns.
- The Committee is still interested in having Julie Logue's husband (veterinarian) make a presentation in the Fall.

Summer Event

- Terri gave a cost breakdown to attend Fernwood Botanical Gardens and Nature Preserve. If we would like a box lunch, the cost is \$10.00 per person with 18% gratuity and 6% sales. There would be an additional cost of \$100 for the craft room. The cost of supplies per person will be determined once the final count is known. The event will include your choice of a nature preserve walk or walk through their gardens and your craft choice of making a moss ball bowl or cork birdhouse.
- It was decided that lunch would be provided through ND Catering with a salad and bake potato bar to be held in the Great Hall. Marie will look into coordinating lunch.
- Agreed dates for the Summer Event are Wednesday, May 24th or Tuesday, June 6th.
- Terri will follow up with Cardinal Buses on the availability for May 24th. *Late Entry (4/14)* Royal Excursion and Cardinal Buses are not available on the 24th.
- If the day is plagued with rain, only the craft option will be available. The suggestion was made to inquire about a presentation on plants or flowers (i.e. best types of annuals to buy and how to plant them) by a representative from Fernwood.

ND Voice Survey

- Laurie provided a grid of the categories, questions and responses from the ND Voice survey. It was noted that the topics *Pay* and *Respect* scored the highest percentage of responses.
- SAS talked about ways to address the issue of *Pay* and it was suggested that making staff more aware of their benefits might allow them to reconsidered the amount they are being paid. The suggestion was made to contact Human Resources regarding employee benefit presentations which could be given early in the Fall semester. Rhonda offered to follow up with HR.
- With regards to *Respect*, it was suggested that a *Contact Tree* be established as a guide for anyone needing further assistance.

Administration Updates

- There were no administrative updates.

Late Entry (4/13) **Next Meeting is scheduled for Wednesday, 5/10 in Room 339 O'Shaughnessy Hall.**

Meeting adjourned at 10:40 am.

Minutes submitted by Terri Sweeney on 4/19/17