

SAS Meeting Minutes for 2/14/18
9:00-10:30 am; 502D O'Neill Hall

Attending: Noelle Elliott, Cheryl Lee, Jenny Petersen, Marie Revak, Olivia Williamson, Jessica Likens, Kristine Alumbaugh, Christine Grandy, Tammy Kaczor

Administration: Mo Marnocha, Michelle LaCourt, and Kim Patton

Meeting called to order at 9:00 am

Public Forum

- Emily Matz proposed that the College celebrate International Day of Happiness on March 20th with a Happiness Wall where people can leave notes on how they share happiness. The committee supported the idea and decided to use rolling boards and post-its for the wall in the Great Hall of O'Shaughnessy. Jenny agreed to search for boards and paper. Michelle and Mo were open to the idea. The committee also suggested potentially involving kiND, creating flyers to promote the happiness wall, and potentially creating a snapchat filter/hashtag.

Minutes

- The minutes of the previous meeting were approved.

Lunch and Learns

- The committee decided to plan Lunch and Learns for February, March, and April of 2018.
 - Life Works Employee Assistance Program is confirmed for 2/16 in room 119. Noelle agreed to send out more information following the meeting.
 - Spring Garden with Unity Gardens (Mitch Yaciw) – has been scheduled for 3/7 from noon to 1 pm in 119 O'Shag. Kim has reserved the room and will create flyers. The topic will be seed started for the Spring.
 - Generational Interactions (Baby Boomers, Gen X, Y, Z) – Marie left a message for Susan Hurley in HR and will follow up with more information.
 - Qualtrics with Marty Klubeck – if HR is unavailable for a Lunch and Learn in April, we will switch the Qualtrics presentation from September to April.
 - No Lunch and Learns are scheduled for May or August to allow time to plan other events.

Spring Break Event

- Possible event ideas were suggested at the previous meeting – Browning movie (Marie), Jordan Hall digital visual theater (Olivia), Pigeon and the Hen Pottery (Kristine), and Duncan Student Center space (Jenny/Noelle).
 - It was discussed that the pottery event may be out of budget and could potentially be a summer event.
 - Olivia did not get an update from the Jordan Planetarium as their availability is dependent on student workers.
 - Noelle reported that the screen is out of commission in Duncan Student Center.

- The committee decided on viewing The Post at Browning Cinema. Noelle agreed to reserve the Browning theater for March 14th to start the film at 1:30. Concessions will be discussed with Mo and Michelle. Noelle also agreed to send out an RSVP and Jenny will create a poster after confirmation of the event. Cheryl suggested highlighting that ALL staff are invited, not just SAS members.

Summer Staff Event

- At the last meeting, two options were discussed: Volunteering at Unity Gardens and a bus trip to Chicago.
 - The committee decided on volunteering at Unity Gardens.
 - Kim will ask Sara and Mitch for potential dates and how many volunteers would be needed in the last week of May or early June.
 - Cheryl and Tammy suggested doing shifts if needed. Follow up with risk management is needed to assess liability for driving volunteers or whether a bus would be needed.
 - Food options were discussed – potentially doing Martin’s buffet and/or a cooking class following.
 - Will brainstorm a plan for rain.

Other

- Volunteer Initiative – All gave feedback from individual departments and a general consensus favored proposing a group initiative for departments/offices.
 - It was discussed that this would fall under the pay code ‘OOP’ (Out of Office Paid).
 - Olivia will start a Google doc as a database of potential places that would be acceptable/approved to volunteer. We will present to Mo and Michelle.

Administration Updates

- Michelle approved concessions for the Spring Break event – each person may ‘purchase’ one food and one drink item.
- Michelle also requested a proposed budget for the summer event, including transportation.
- Cheryl followed up on the new hire luncheons and potential places were suggested: Duncan, Rohr’s, Sorin’s, and Legends.
- Olivia invited all members of SAS to attend the administration meeting to be introduced.
- Meeting adjourned at 10:30 am.

The next meeting is scheduled for March 7, 2018 in 339 O’Shaughnessy Hall at 9:00 am.

Minutes submitted by Jessica Likens on 3/5/18