

SAS Meeting Minutes for 1/24/18
9:00-10:30 am; 119 O'Shaughnessy Hall

Attending: Noelle Elliott, Cheryl Lee, Jenny Petersen, Marie Revak, Olivia Williamson, Jessica Likens, Kristine Alumbaugh, and Christine Grandy, Kim Murray

Administration: Mo Marnocha, Michelle LaCourt, and Kim Patton

Meeting called to order at 9:00 am

Public Forum

Minutes

- The minutes of the previous meeting were approved.

Spring Event Planning/Lunch and Learn

- 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. Jenny has completed the advertisement and it will be sent out following the meeting.
 - Spring Garden with Unity Gardens (Mitch Yaciw) – Kim talked to Sara and Mitch. Unity Gardens has an event March 10-11, so they would like to schedule around that time as promotion. Topic ideas included attracting bees to gardens and spring garden preparation.
 - There were no new updates regarding the Generational Interactions (Baby Boomers, Gen X, Y, Z) Lunch and Learn.
- Special events
 - Marty Klubek – Qualtrics – Noelle agreed to gauge interest via email. Cheryl will reach out to Marty to potentially schedule in the fall.
 - ND-Voice/Benefits – Kim will follow up with results.
 - CPR – Olivia can be selected as the payment option and will forward payment requests to Mo and Michelle.
- Spring Break Event
 - Possible event ideas were suggested – Browning movie (Marie), Jordan Hall digital visual theater (Olivia), Pigeon and the Hen Pottery (Kristine), and Duncan Student Center space (Jenny/Noelle). Each will follow up with details for the next meeting.
 - The event will be decided at the next meeting and an additional meeting is scheduled for March 7th to finalize the Spring Break planning.
 - Some summer event ideas were also suggested: a Chicago and cultural art exhibit trip and SB Cubs game.

SAS Committee 2018

- Leslie Lestinsky shared that she would be stepping down due to moving to a new position outside of the College.
- 3 seats remain to be filled.

- Jenny Petersen nominated Tammy Kaczor (Psychology) and will reach out to her.
- Olivia distributed Committee By-Laws to use as reference.
- Semester meetings were scheduled. Spring Break Event and general February meeting: February 14. Spring Break Final planning: March 7. End of Year event: April 18.

Administration Updates

- Michelle was open to the idea of staff becoming certified in CPR training. Jennifer offered to organize the results of the CPR survey and present more details (i.e. costs and number of those interested) to her. Jennifer shared that the Dean's office has agreed to pay for the classes. Employees are encouraged to register for skills sessions independently via the health services website. Olivia will follow up sending out information to staff. Staff may select Olivia as the payment option, which she will forward to Michelle and Mo.
- Olivia shared the inquiry concerning staff volunteering during business hours to Mo and Michelle and presented an updated proposed initiative. Michelle suggested a pilot group to proactively address issues with the initiative before presenting it to the entire college. Cheryl suggested presenting the idea to our individual departments for feedback and following up at the next meeting. The group suggested creating guidelines for volunteering (approved locations, forms, etc.). Next step is to obtain approval from Michelle to present to individual departments.
- Olivia requested the list for new staff to join in new staff luncheons from Mo. Mo agreed to add new staff to the list and invite them to upcoming luncheons.
- The logistics of a Chicago trip were discussed, including the cost/budget. We suggested making it educational with a potential architecture tour by faculty (name?). Next step is to present an average cost to Michelle (including bus, donuts/breakfast, BYOB lunch, and dinner).
- Meeting adjourned at 10:30 am.

The next meeting is scheduled for February 14, in 502D O'Neill Hall at 9:00 am.

Minutes submitted by Jessica Likens on 2/9/18