

SAS Meeting Minutes for 11/15/17
9:00-10:30 am; 339 O'Shaughnessy

Attending: Laurie Mastic, Maribel Rodriguez, Terri Sweeney, Olivia Williamson, Leslie Lestinsky, Jenny Petersen, Rhonda Singleton

Absent: Noelle Elliott, Cheryl Lee, Marie Revak,

Administration: Mo Marnocha, Michelle LaCourt. Kim Patton

Meeting called to order at 9:00 am

Public Forum

Minutes

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

Lunch and Learn

- The Lunch and Learn's presentation on *Library Services* is scheduled for today, 11/15, in 119 O'Shaughnessy Hall.
- December's Lunch and Learn has been rescheduled for next semester due to the staff Christmas luncheon being held on the same day.

SAS Committee 2018

- Currently there are four openings on the 2018 SAS Committee. Laurie shared the details for becoming a SAS member. Qualifying candidates can self-nominate but will need to do so by December 15th. The election of representatives will be held in mid-January.
- Laurie offered to draft a letter for new members, emphasizing team building opportunities.

Winter Workshop

- The Winter Workshop will focus on how we are hooked on our cell phones and how to become unhooked.
- The platform would include the following:
 - Two presentations (maximum of 30 minutes each) followed by several 45-minute breakout sessions.
 - One presentation focusing on the use of your cell phone while at work and the other focusing on the use of your phone outside of work.
 - One breakout session should include team building exercises such as playing board games, playing cards, or crocheting.
 - Another breakout session could involve a yoga class with the focus on overall wellbeing.
 - Lunch would be served following the workshop
- Olivia offered to contact Steve Krojniewski, RecSports' yoga instructor.
- Laurie offered to contact Katie Rose from OIT who presented on a similar phone topic during the *Spotlight Fall 2017*.
- Tentative dates for the workshop are scheduled for January 9th or 10th.
- Rhonda offered to look into the availability of space at Corbett Hall.
- Laurie noted that she received other suggestions from the administrative staff for the Winter Workshop which included topics on Respect and Fairness (results of the ND Voice survey)

and CPR/First Aid Training. Jenny offered to follow up with Kim Patton regarding a presentation on respect and fairness. All agreed these would be good options for Spring semester events.

- Olivia volunteered to design a survey regarding the administrative staff's interest in attending the CPR and AED training.
- For the December meeting, Terri suggested meeting via Zoom.

Administration Updates

- Kim shared that John Affleck-Graves has openings in his schedule to meet with staff members. She encouraged those interested to be prepared to meet with him for only 15 minutes.
- Kim commented that anyone who opted for the 403B plan will have until December 8th to confirm their voluntary contributions.
- Kim added that mammograms can be scheduled for Monday, November 27th or Tuesday, November 28th at Stephan Center.
- Lastly, Kim suggested contacting Julie Boser or Scott Hershberger as possible presenters for SAS' Winter Workshop (being hooked/unhooked on your cell phone outside the office).

- Mo commented that she is still taking orders for the College of Arts and Letters' fleece jackets. Once the final orders are in, she'll announce the total dollar amount generated by the Race to the Goal Breast Cancer fundraiser. Mo presented the idea of using a portion of the money to support someone within the College who is in financial need due to medical costs incurred by cancer treatment. The Committee was in agreement and Mo offered to work on a plan for implement this new practice.

- Meeting adjourned at 10:31 am.

Minutes submitted by Terri Sweeney on 11/27/17