

SAS Meeting Minutes for 12/20//17
9:00-10:30 am; 339 O'Shaughnessy Hall

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

Administration: Mo Marnocha, Michelle LaCourt

Meeting called to order at 9:00 am

Public Forum

- There was an inquiry about the possibility of administrative staff volunteering during regular business hours and about options on how to record the time off. Many were in favor but felt approvals would be needed by the Dean's office, Human Resources and department supervisors.

Minutes

- The minutes of the previous meeting were approved.

Winter Workshop

- The Winter Workshop is schedule for Thursday, January 11th at the Jenkins-Nanovic Hall from 8:30 am to 1:30 pm.
- Laurie confirmed that Katie Rose will present from an OIT professional viewpoint how being hooked on our cell phones affect us and ways to disconnect.
- From a personal point of view, Cheryl Lee volunteered to lead a focus group on how cell phones affected us.
- After the presentations, the group will have an opportunity to participate in the two breakout sessions listed below:
 - Yoga session with instructor Steve Krojniewski
 - Reconnecting by playing cards or board games.
- A light breakfast will be served with coffee, tea and fruit. A potato/salad bar will be served for lunch from 12:00-1:30 pm.
- To date, there have been 40+ RSVPs interested in attending the workshop.

Spring Event Planning/Lunch and Learn

- Laurie recapped a few of the themes listed below for the 2018 Lunch and Learns and the Spring Event.
 - Life Works
 - ND Voice
 - Spring Garden
 - Qualtrics training
 - Respect and Fairness
 - CPR Training
 - Understanding multi-generations within the workplace

SAS Committee 2018

- Laurie shared she has received one self-nominee, Jessica Likens, who is interested in joining the committee. The committee unanimously voted Jessica as a new 2018 committee member.

- In an effort to fill the remaining three openings, the Committee offered to reach out to staff who have previously expressed interest or who maybe excellent candidates.
- Noelle offered to send a second email to encourage self-nominations and suggested including a personal story from a SAS member of their experience while on the committee.

Administration Updates

- Mo commented that she spoke with John Affleck-Graves concerning the need for the University to supply Automated External Defibrillators (AEDs) to the departments within the College. She was told the University is working on a policy. Mo also shared her concern with John Affleck-Graves about how information is communicated throughout the University and felt all department members should be included in future communications rather than to department directors and supervisors.
- 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.
- Laurie shared the inquiry concerning staff volunteering during business hours to Mo and Michelle. Mo felt it was a good idea but expressed that the policy would require approval from various departments. She suggested that a draft of the proposal be reviewed for consideration first by Human Resources.
- Meeting adjourned at 10:30 am.

The next meeting is scheduled for January 8th, in 119 O'Shaughnessy Hall at 9:00 am.

Minutes submitted by Terri Sweeney on 1/2/18