

SAS Meeting Minutes for 9/12/18
9:00-10:30 a.m., E358 Corbett Family Hall

Attending: Olivia Williamson, Kim Murray, Cheryl Lee, Christine Grandy, Kristine Alumbaugh, Noelle Elliott, Tammy Kaczor, Maureen Collins

Administration: Michelle LaCourt

Meeting called to order at 9:00 am

Public Forum

- Maureen Collins, Academic Services Program Director at the Graduate School, requested to observe our meeting in the hopes to implement a similar group in her area. Olivia invited her to stay and contribute for the whole meeting.
- MaDonna Noak from the Cushwa Center stopped in to introduce herself. She has been here 9 months. Cheryl and Olivia will have a new employee lunch soon.
- Laurie Mastic turned over to Olivia some old Trivia Lunch notes and paperwork.

Minutes

The minutes of the previous meeting were approved.

Lunch and Learns

The following Lunch and Learns have been scheduled:

- **September - ND Discounts open discussion** - Julie Boser has been hard to contact and September is moving along so SAS has decided to concentrate their efforts on the Trivia Lunch. The September Lunch and Learn has been cancelled.
- **October- Generational Interactions with HR** - Kim Patton and Laura Picking have been confirmed for Tuesday, October 23rd in 119 O'Shaughnessy Hall.
- **November - What are Essential Oils?** - Sarah Young, nurse and doTERRA Wellness Advocate will be representing Therapeutic Indulgence. The Lunch and Learn will be Wednesday, November 14th in 119 O'Shaughnessy Hall.

Staff Events

- Breast Cancer Trivia Night 2018
 - Date: Saturday, October 6th
 - Time: doors open at 6:00 pm, trivia starts at 7:00 pm. - Kevin Macke is the contact at St. Joseph High School. We will be able to get in the doors at 5:00 pm. Tables and chairs will already be set up!
 - Location: St. Joseph High School, Leep Hall (charge is \$100)
 - Theme: Decades
 - Tables dress up as favorite decade - Best dressed table will be awarded the Macri cookie tray unless Insomnia Cookies chooses to donate. Cheryl has her eye on their official opening.

- Duties:
 - Trivia MC - Cheryl
 - Two people to tally trivia sheets - Olivia and Christine
 - Monitor bidding table - Jessica and Tammy
 - Heads or Tails MC - Mo Marnocha
 - Develop questions - Cheryl and Olivia
 - Trivia answer sheets - Olivia
- Silent Auction sheets (\$5 increments) - Kim -bid sheet is ready to go. It is a shared Google doc.
- Runner for head/tails game - various SAS children
- Flyer created for advertisement - Kristine -
- Marketing - Noelle - Noelle will blast the invite all over social media.
Everyone can chip in to put posters/invites in O'Shaughnessy, 7th floor bathrooms to catch game traffic, handed out on 7th floor, posted on the AAHD enclosed cases in O'Shag, neighborhood FB pages, Kelly Cares foundation, your church, etc. Let's get the word out!!!
- Bartender - Eileen Barany does have a bartending license to serve mixed drinks. Her service is free of charge but she will be encouraged to put out a tip jar.
 - Beer and wine with signature cocktail "Pink Boobylon"
 - Last call is at 9:30pm
 - We are in need of 4 drink servers with spouts to hold our pre-made signature mixed drink.
 - Cost per drink will be decided after the purchase of beverages from COSTCO - Cheryl.
 - We will sell drink tickets so Eileen will not need to worry about taking money.
- Acquire donations for silent auction - everyone
 - Google sheet: please add all donations to this for record
- Other items
 - Mo will reach out to Office of Controller in order to have card payment capabilities
 - Awards
 - Best dressed table will be awarded the Macri cookie tray - unless Insomnia Cookies
 - Trivia winners will receive boob cupcakes

Other Items -

- Fall Break Staff Event: October 15-19
 - Ideas proposed include Pigeon and Hen Pottery at \$30 per person for a mug flight or Self Defense/Tai Chi.
 - "Effective Communication" will be the topic with Cheryl leading a discussion/session about the "IPAD" method of learning to communicate better

with people. We also thought that we could have another session of “effective listening.”

- The only thing you missed was that we touched back on a fall break idea. We are thinking, "Effective Communication" will be the topic with Cheryl leading a discussion/session about the "IPAD" method of learning to communicate better with people. We also thought that we could have another session of effective listening.
- Website - will be tabled until next meeting
 - Our SAS website is a bit outdated. We should collectively think about how we would like to reorganize the pages to best serve our staff members and represent ourselves.

Administration Updates

Michelle LaCourt

Discussion regarding the possibility for staff/administration to review supervisors?

Meeting adjourned at 10:30 am.

The next meeting is scheduled for September 26, 2018 at 9:00 am. The location is 201 Riley Hall.

Minutes submitted by Kim Murray on 9/12/18