

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

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

Administration: ~~Mo-Marnocha~~, Michelle-LaCourt, Kim Patton

Meeting called to order at 9:00 am

Public Forum - No public forum topics.

Minutes

- The minutes of the previous meeting were approved. Jessica will make a few corrections.

Lunch and Learns

- October – Generational Interactions with Kim Patton and Laura Picking on Tuesday October 23rd in O'Shag Room 119.
 - Noelle will send out an announcement on Monday, October 22nd because of Fall Break.

Trivia Night/Fall Event Debrief

- The Fall Break event craft workshop had great feedback from the staff!
- Breast Cancer Trivia Night 2018 raised a total of \$2778.
- Thoughts/Issues:
 - The bartender option went really well; can return extra alcohol
 - Fridays were suggested as a possible better date
 - In the future, it will be helpful to clarify with the Dean's office how/how much we will be reimbursed from the Dean's office
- Breast Cancer Trivia Night: no decisions were made, but there was discussion about possible ideas for next year
 - A scavenger hunt was suggested
 - It was suggested to do trivia during lunchtime and keep the silent auction because it is so successful for donations
 - An online silent auction was suggested. Jenny is looking into whether or not this would be possible.
 - Other ideas that were proposed:
 - Using the fall workshop as a fundraiser with crafts and lunch (with the Dean's office covering lunch)
 - Bingo – as long as not considered gambling in Indiana
 - SAS Tailgate
 - Have someone donate a parking pass
 - Could serve alcohol and signature drinks
 - Could consider a Friday during a pep rally rather than a game day
 - Photo booth option to upload online

Event Planning

- Cheryl will reach out to new hires and reserve a room at Legends for the next New Hire Luncheon. A few SAS members are needed to help welcome the new hires.
- The week of January 7th will be our Winter Workshop week. We will need to begin thinking of ideas.

Website

- The website needs to be updated, so we began thinking about what to include.
- Noelle will do all updates on the website and add everyone to help with updates.
- Past events need updated with new photos. We can add photos from events to Google Drive. We will also add a calendar to the events page.
- Everyone will write a bio (about 200 words) and send a picture to update staff information. We will also include a list of fun questions for the committee to answer.
 - These can be uploaded to the Team Drive.
- January is our goal for updating the website.

Other Items

- Christine suggested doing SAS social lunches in addition to/in place of Lunch and Learns where the staff can come meet us and talk about various things.

Administration Updates

- Kim updated us on resources for handling relations/issues between faculty and staff.
 - Shelly Liapes is the Faculty Affair Specialist. She is available as a resource, but does have to follow mandatory reporting procedures.
 - Staff chaplains are confidential resources.
 - It was mentioned that there is a feedback option if a supervisor requests feedback for themselves. However, it was also mentioned that there is a question of anonymity if a supervisor/faculty member has only 1-2 direct reports.
 - Any other feedback or initiatives for handling faculty/staff issues would most likely have to come from the Provost's office.
 - Olivia will spread these resources to the staff, including mentioning that SAS is a confidential resource.

Next meeting will be November 14, 2018 at 9:00 am in Malloy Hall.

Minutes submitted by Jessica Likens 11/13/18