

**SAS Meeting Minutes 4/18/19**  
**9:00-10:00 am; 376 Corbett Family Hall**

**Attending:** Noelle Elliott, Jenny Petersen, Olivia Williamson, Kristine Alumbaugh, Christine Grandy, Tammy Kaczor, Jessica Likens, Kim Murray, Kelly Huth, Cassie Rekos

**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.

### **Lunch and Learns**

- Insurance payout – May 2<sup>nd</sup> at noon in O’Shag 119:
  - SAS met with HR to discuss the insurance payout
  - Insurance specialist and HR rep. will discuss different strategies
  - Will record the lunch & learn so that we can distribute it to staff
  - Noelle suggested we meet with someone before the lunch and learn to settle our questions
- Fall Lunch and Learns
  - Sustainability: Olivia will meet with Charlie Allen
  - Building Tour: planned, just need a date
  - Reading Nutrition Labels: Cassie talked to Martha at the Wellness Center and either she or a dietitian can schedule with us; possibly schedule for November
  - Ukranian Egg Making (Pysanka): Keep in mind for the fall!

### **Event Planning**

- Summer Event – Bus Trip to Chicago
  - Budget is approved!
  - Will send out sign-up sheet and RSVP and then we can announce
  - Kristine suggested that those who can’t make the bus could potentially take the train in
  - It will be a free day in Chicago for people to choose which activities they want to do!
  - Regularly scheduled staff will be paid for an 8-hour day.

### **Breast Cancer Fundraising**

- Tailgating – Friday, October 11th
  - Could do a Friday or Saturday – most likely a Friday would work better for staff
  - Could sell food, t-shirts, and/or silent auction items
    - Tammy suggested getting field passes
    - Will start looking for auction items now
  - Photo booth option
    - Art Department can work on setting up photo booth

- Need to check for approval to use the quad
  - Library quad between stadium and library
- Will need rain contingency plan
- Kim will look into facilities and approval for using the quads

### **ND Voice**

- SAS was only given percentages from the results; Michelle will give us comments that have been helpful in the past
- Diversity Issues:
  - Can possibly have cultural lunch & learns or workshops throughout the year
    - ND International can be a resource
  - Can incorporate other winter holidays into our celebrations
- Recognition Issues:
  - Can do a peer-to-peer recognition; can be posted or included in endeavor and sent to supervisor
- Communication and information sharing:
  - Need to brainstorm ideas for improving information sharing

### **Administration Updates**

- We updated the administration on our plans for Lunch & Learns and Summer Event, as well as our discussion about ND Voice.
- Mo suggested that we are clear about which staff will be paid for the summer bus trip: regularly-scheduled employees will be paid, 9- and 10-month staff will not be paid for the trip time.

**Next meeting will be May 23, 2019 at 9:00 am in .**

Minutes submitted by Jessica Likens 4/18/19