

SAS Meeting Minutes 11/21/19
9:00-10:30 am; 242 O'Shaughnessy Hall

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

Administration: Allison Collins, Michelle LaCourt

Meeting called to order at 9:00 am

Public Forum

- It was suggested that we request a document listing the roles of each of the new members within the Dean's office for clarity for who to contact with relevant questions or issues.

Minutes

- The minutes of the previous meeting were approved.

Lunch and Learns

- To be discussed next meeting.

Fall Break Event

- We will host Hocus Pocus in Riley 200 next Thursday, October 24, 2019 at 1:30 pm.
- Will have snacks:
 - Kettle corn from Amazing Acres – Christine will pick this up.
 - Floats with left over ice cream and soda from the fundraiser.
 - Cookies that Kristine will order from Insomnia Cookies.
 - Regular popcorn – Kelly will pick up from Martins.
 - Noelle will see if concessions could make us some popcorn.

Winter Break Event: Pottery Painting in Riley Hall

- We will plan to do our winter break event January 8th, 2020.
 - Kim ordering soup and potato bar and tea from McAlister's.
 - Olivia will order ceramic pieces and glazes.
 - Will have everyone RSVP and pick which piece they want to create; then we will order.
 - Christine will send out the RSVP. Noelle will put it in a newsletter or email.
 - Will eat and create in upstairs studio on 3rd floor (room 306).

SAS Membership

- We have a vacancy, we will do a call out for another member in the middle of November.
- Olivia's presidency will be ending next year. We need to consider a replacement.

Administration Updates

- Funding for staff development: Will roll out the program initially with parameters of travel within 100 miles and no overnight stay reimbursement.

- Related: Kim Patton, HR, mentioned that new classes will be added to endeavor soon.
- We proposed setting up regular department coordinator meetings to improve communication between Dean's office and departments throughout the College.
 - Want to share process updates and planning/coordinating for departments and information sharing across departments.
 - Will pilot this with the 20 department coordinators on a quarterly basis first and will adjust with feedback if necessary.
- We also proposed having Michelle, Allison, and Dawn's roles described and published so that staff may have more clarity on roles.

Next meeting will be December 12, 2019 in 242 O'Shaughnessy.

Minutes submitted by Jessica Likens 12/10/19