

SAS Meeting Minutes 10/1/20

9:00 to 10:15 a.m. via Zoom

Attending: Kristine Alumbaugh, Becky Badger, Noelle Elliott, Christine Grandy, Kelly Huth, Tammy Kaczor, Kim Murray, and Jenny Petersen

Administration: Allison Collins, Michelle LaCourt

Meeting called to order at 9 a.m.

Public Forum:

none

Minutes: no changes were needed so minutes from last meeting were officially approved

Two staff members, Birgit Deymann from Economics and Paloma Garcia-Lopez from Latino Studies, have asked to join the committee. Each were approved and voted in. Kim, as secretary, will send welcome letters and invite them to our next meeting.

Lunch and Learns:

- October 14 – Megan Sullivan, pandemic anxiety – reminder for this event to be sent early next week
- November – no Lunch and Learn to be scheduled. Too close to end of semester.
- January - Brooke Ammerman, student well-being – not responding to Tammy's emails yet
- February - Jessica Payne, sleep and good mental health – not responding to Tammy's emails yet
- March – spring garden exchange, seeds, houseplants, garden implements (books, tools, etc)

- Other options:
 - Mayor Pete is most likely off the table as he is busy with the presidential campaign.
 - Kelly raised concerns about planning for 2 commencement events in May specifically regarding logistics. Possible lunch and learn in new year with staff to share info, collaborate with resources, etc. There is communication going on at the chair level regarding this topic.

Event Planning:

- Board and Brush – most everyone has completed their project, Board and Brush is happy to complete the project for pick up or issue a gift certificate, contact Board and Brush.
- Fall garden exchange – Do again in spring!
- Fall and Winter events

- Flower arranging, pumpkin patch field trip – Michelle is concerned with in-person, off-campus COVID compliance.
- Monster Message in Elkhart provides a big screen for \$900.00 plus licensing of movie chosen. After discussion with Michelle and Allison this may be moved to the stadium. See details below in Michelle and Allison section.

Other:

- Mask pick up in Decio 131 was successful. Sixty-nine staff members picked up extra masks provided by the College. Tammy will send product options for lanyards to Michelle and Allison.
- Plexiglass provided by College is the same size as originally provided but each staff member may order more for their space.
- SAS committee vacancies – Two new members will be joining at the next meeting. SAS will fill as future positions become vacant.
- SAC coordination – They could provide larger campus connections, communications, and collaborations. Kelly will invite Lynn McCormack, SAC member, to attend our next meeting on November 5.
- Staff training with Zoom speaker – possibly invite a speaker from TAP classes or Tammy suggested HR (Steve ?)
- Diversity event - Michelle and the dean's office is putting together a College wide town hall with Eric Love.
- It was suggested to send staff endeavor goal reminders and how tos.
- Military donations will discontinue indefinitely based on Kelly's conversation with Maurcia Marschke.

Michelle and Allison:

- October fundraiser
 - Online raffle fundraiser – Michelle to check with compliance
 - Sell paper ribbons for \$1 - DCL to print, winning dept to get a prize, money to go to United Health in St Joe County.
 - SAS to get info to Michelle regarding –
 - Movie in the stadium, possibly with box lunch as a combined effort with dean's office to provide staff luncheon

The next meeting will be **Thursday, November 5 at 9:00 a.m. via Zoom.**

Minutes submitted by Kim Murray 10/2/20.