SSAC Meeting Minutes, February 5, 2015

Attending: Kathleen King, Kelsie Tardif, Martie Janeway, Leyza Toste, Bridget Spaeth and Rosie Armstrong

I Update from the ‘SSAC Relay Team’ lunch meeting. The group is excited to help share information with other members of the support staff, in particular with members of support staff who don’t work in a ‘desk top’ environment, and so who don’t have easy, regular access to e-mail announcements and faculty/staff digest posts. The group will circulate suggested posts to others in the group. Posts will be put into word documents or PDF’s and circulated to the hub group via e-mail for posting and sharing (in person) and with other support staff. One designation spot will be locations adjacent to time clocks.

SSAC Relay team (including the SSAC) members are:

Ally Cyr
Amy Ouellette
Deb Infante
Denise Zavitz
Holly Anderson
Jean Mack
Meghan Greco
Stella Crooker
Bridget Spaeth
Kathleen King
Kelsie Tardif
Martie Janeway
Maurice St. Pierre
Patricia Bayrd
Rosie Armstrong
Susan Graham

Present Time Clock locations (thanks to Leyza Toste) are:

1. Stowe (Housekeeping area) Sue Graham
2. Rhodes (side entrance left of Communication Center) Amy Ouellette
3. Farley (right of the Monitor Desk) ?
4. Buck (behind the Monitor Desk) ?
5. Watson (down hallway that follows along the rink) ?
6. Museum of Art (Security station in basement) Tim Hanson or one of his staff*
7. Library (to the right of the circ desk, around the corner) Bridget Spaeth
8. Dining – Thorne (left door in the service area) Patty Bayrd
9. Dining – Smith Union (small closet across the hallway from Mail Center) Jean Mack
10. Dining – Moulton Union (around the corner from Deb Infante’s office) Deb Infante
11. Theater and Dance (back area of T&D workshop) Leash Minard
*Not official hub members but might be willing to put up a poster.

**Other Updates:**

Diaper Drive results (1,856 diaper + $104=2272 diapers)
Blood drive(38 units collected-will help 114 people --plasma, red blood cells, platelets)
Did you Know Poster for Feb-March- Retirement Planning (Janet Kelsey)

Did you Know Poster: Kelsie Tardif and Leyza Toste will work together to finalize a ‘Did you Know’ poster featuring HR workshops and trainings for Bowdoin employees about Planning for your Future.

Leyza Toste provided an update on meetings with Clayton Rose, Bowdoin’s incoming president. Dr. Rose is meeting with small groups of faculty and senior officers. On May 20 there will be a catered lunch in the Field House with Barry Mills. This event will replace the spring picnic.

**Future Planning**

Bridget will contact museum staff about the possibility of a tour for staff (Fall 2015)
Rosie and Kelsie will attend a CMS workshop and make some progress on updating the SSAC website
Kelsie is also working on a snowshoeing event—stay tuned
Rosie will check with Chelsea in Digital and Social Media about offering an introductory session on LinkedIn: what is it, why might you want a profile, and how to create one (maybe for Fall 2015)
Lynda.com- update from IT should be forthcoming- SSAC will help to promote

At future events, the committee will endeavor to take pictures and post to the SSAC webpage to keep this content more up-to-date.

Notes taken by Rosie Armstrong