SSAC Meeting Minutes
Thursday, January 3, 2013

Present: Tama, Mike, Lauren, Deb, Nancy, Lisa, Mona

March Spring Fling - March 19, 20, 21 2013

- will now will include administrative staff
- Review of survey for spring fling
- Would like to get survey out by the 8th, surveys can be printed
- Circulated by support staff email list, BAS and SSAC list
- Paper copies for dining and facilities
- BAS will be helping with the Spring Fling; BAS meeting on the 17th at 3:00

- Instead of a luncheon do a social event at a different time for example 3:30 – 5:00 so that dining staff can attend, at the end of the third day (Thursday)
  Location: Lounge and terrace at Moulton
  Catering: Fruit, cookies, drinks, pretzels, salsas, chips, healthy choices, Ginger tea,
- Two or three sessions a day, each session would have 4 courses in it with double sessions of the most popular
- 28 different offerings, each employee would be encouraged to attend 3-4 sessions over the course of three days
- Adjust housekeeping hours to work a later schedule so that they could attend
- Children's center, casual subs & students would cover so that everyone would be able to attend
- Instructors for most classes are already done; Collect them by the January 14th
- Reminders on the Digests
- Rename Staff development and personal enrichment week
- Schedule sessions for 1.5 hrs, sessions would not be back to back
- Registration online, IT could do this, give us a list of who signed up for what and then they can print it
- Paper copies get those hand entered, lottery system? Possibly have someone with a lap top go to housekeeping or facilities meetings or in break rooms to help them enter their choices, paper boxes
- Getting rooms, talk to Michelle Morin, and get some help from BAS with scheduling
- Confirmations, how do we get these back to people?
- Speaker for social? Lisa will look into Bob Marley