SSAC Minutes/August 27, 2015 meeting

Attendees: Martie Janeway, Leyza Toste
Absent: Rosie Armstrong, Bridget Spaeth, Patty Bayrd, Kathleen King, Anthony Reed

Discussion items:

1. **Fall Social** – Date set for October 20th, make sure set-up is same as last year with food on tables in lounge area as a big crowd will probably be there this year. Maybe get smaller 6’ round tables to take up less space, and have more chairs. President Clayton Rose will speak at 9:00am.

2. **Sue Graham replacement** – Leyza will check with Jeff Tuttle to see if he can find someone in facilities who would like to volunteer. If not, we will ask Mike Grim if he wants to serve again. We need to follow up with Denise Zavitz as Kelsey Tardif’s replacement as well.

3. **Future Planning** – Leyza stated we should start at “the top” of departments affected by any events we plan. Need to keep those in a supervising position aware of any plans being made.

4. **Organic Garden Tour** – cannot happen this fall as Mary Lou Kennedy has stated no one is to take on anything extra in dining services due to all hands on deck for President Rose inauguration events.

5. **Blood Drive** – Winter break drive may need to be postponed as new software (Workplace) for hiring, payroll, etc. is being released in January and Kristin Steinman may be too busy to handle registrations for donations. Leyza will check with Tama on this.

6. **Fall Events** – no Lunch and Learns. HR will schedule: Fidelity, Social Security information session, CPR classes, Flu Shots, Fitness Classes (all free this year).

Immediate Action:

1. **BAS/SSAC Winter Skate**: reach out to Doug Cook and Sarah Chingos to set date, reserve space, etc.

2. **Martie will draft Teach-In email.** Send to Leyza for review prior to sending out to Support Staff email.

3. **Lynda.com poster** – send hard copies to HUBS, post on SSAC website. Check with Joe Calvo how many people are on the distribution list to know how many posters to order.

4. **Update SSAC member on website**

5. **Create Fall Social Poster and distribute**. Check with Joe Calvo how many people are on the distribution list to know how many posters to order.

6. **Fall Social logistics**: update set-up, per #1 Discussion above. Place dining services order.

7. **Bridget** – communicate with Jeremy Tardif that we are not doing Organic Tour this fall. Maybe in the spring.

Next meeting:
September 17, 2015; 2:00-3:30pm, SU Conference Room