STAFF ADVISORY COMMITTEE MEETING MINUTES

Monday, May 13, 2013, 1:00-2:00 pm
Mason 124

Members Present: Audrey Rhodebeck, Kaylin Ward, Brittany Buxton-Graham, Patti Hambley
Members Absent: Kozue Isozaki
Non-Members Present: None

Staff Breakfast (coming up on May 29th)
- Breakfast 7:30-9:00
- Caterer will arrive at 6:30 – Patti will be there to meet them
- Patti will send email invitation to staff on 15th
- Audrey will work on year-end wrap up PPT (pictures, statistics); include reminder slide re: elections
- Brittany will send tailgate pictures to Audrey
- Patti will check with Tony re: room set-up
- Brittany will bring camera

Operation Feed Bake Sale
- Wednesday, June 12 from 10-2
- Kozue, Kaylin, Audrey and Patti can be there at 9:30
- Were given “go ahead” from manager at Rohr—we can set up inside or outside
- Plan to set up outside if weather permits
- Patti
  - Create email requesting donations (send to faculty, staff, grad students)
  - Send follow-up email (where to drop off, pre-cut on disposable tray/plate, no serving utensils needed)
  - Extra serving utensils
  - Change – quarters, singles; Patti will get this
  - Will notify Rohr and Steve Moore of new date
- Brittany
  - Create Qualtrics survey (be sure to ask if it has nuts!)
  - Note cards
  - Napkins and serving utensils
  - Print color copies of infographics (use cardstock)
- Kozue
  - Table
  - Make Bake Sale sign
- Audrey
  - Check for table, plates, gloves
  - Look into posting something on the TVs in Schoenbaum
  - Bring operation feed receipts for large donations
- Kaylin
Disposaible table cloths
Cash box
Tape and sharpie, pens

Schedule for Bake Sale Coverage:

9:30  Audrey  Kaylin  Patti
10:30 Brittany  Kozue
11:30 Patti  Kaylin
12:30 Audrey  Kozue
1:30 Brittany  Kozue

SAC Election
- Call for nominations email/timing – Monday, May 20
- Nomination reminder at Staff Breakfast
- Deadline for nominations May 31
- Confirm with finalists June 3
- Open voting June 10-17
- Notify new members and schedule July 11 meeting
- Email election results mid-June (terms are effective July 1)

Selection of SAC chair for 2013-2014
- Brittany is interested; Audrey will email Kozue regarding her interest

Update By-Laws
- SAC members review for discussion at next meeting

Update from Kaylin re: Executive Committee Meeting
- $5 million fund - Joseph A. Alutto Graduate Global Leadership Fund
- Discussed OSU commencement
- Executive Education – things are going well with new leadership
- Audrey will attend the next meeting

Update from Audrey re: Staff Recognition Committee—thoughts on Staff Leadership award
- Coykendale will be presented at Pacesetters
- Can these responsibilities shift to HR (keeping committee intact for selection)?
- Keep SAC involved
- Could SAC take on the Max-In-Action awards?
- Should the requirements be adjusted to make the award more accessible or should two awards be presented?

Other Updates
- Move next meeting to 9:00 on June 6th – Kaylin will check schedules