STAFF ADVISORY COMMITTEE MEETING
3.6.2014

Thursday, March 6, 2014, 10:00-11:00 a.m.
Mason 124

Members Present: Jacob Bane, Brittany Buxton-Graham, Caroline Chao, Patti Hambley, Kozue Isozaki, Anthony Palma

Members Absent: Doug Farren

Non-Members Present:

Chili Cook-Off Debrief

- Some people ran out of chili
- Consider adding bottled water and/or desserts for next year
- Patti will drop money at Mid-Ohio Foodbank
- Consider buying Lysol wipes for SAC’s use with next year’s chili cook-off

Staff Recognition Awards

- Committee met and chose a winner for the Coykendale Award; will be recognized at Pacesetters

All-SAC Meeting

- March 28, 11:30-12:30 pm in Biomedical Research Tower
- Brittany will attend

SAC 2014-2015 Elections

- Any changes to timeline?
  - Nominations: April 7-April 18
  - Confirmation: April 21-23
  - Voting: April 28- May 9

- Process/Communication
  - Brittany will mention at staff meeting
  - Send announcement – Patti will announce
  - Confirm interest – Brittany will do this
  - Create Qualtrics – Patti will update last year’s
  - Send voting

Baseball Game

- Do we want to do this?-Yes
- Possible $600-700 for getting the tickets. Have budget for the payment.
- April 11 (Penn) 6:35p- Brittany check email for contact
- Ticket distribution- Anthony
- Emails re-use hockey email- Patti
  - Update Qualtrics survey- Jacob
  - Email send out March 24, Reminder & Ticket pick up instructions April 7
May Breakfast – May 14, 7:30-9 am
- Catering- Brittany
- Mason Hall Rotunda Booking- Kozue
- PPT- Caroline
  - Year-end wrap up
  - Nomination Announcements
- Other things?

Archiving Information to Buckeye Box
- Digitalize the archives of SAC documents in per year folder in Buckeye Box
  - Email copies
  - Food/ Prize orders
  - Paperwork
- Paper archive scanning- Kozue, Anthony
- Figure out which paper documents to be digitalized in the next meeting

Website/Updated Bylaws
- Update new bylaws on webpage- Jacob

Executive Committee Meeting Updates
- Harassment/workplace climate conversation; each department has been asked to discuss as well

Additional Agenda Items
- SAC event items- Store with Anthony