STAFF ADVISORY COMMITTEE MEETING
3.6.2014

Thursday, April 3, 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:

Coykendale Award

• Congratulations, Patti!

BWI Updates

• April is Spring into Fitness and National Diversity Health Month
• BWI team is planning another resistance bands class and (hopefully) starting up with Wellness walks again

All-SAC Meeting Debrief

• See appendix for detailed information
• Main points
  o Work/Life Balance - Flexible work schedule/accommodation policy reviewing
  o Communication/Transparency
  o Manager/Supervisor Effectiveness - Award for outstanding managers. Training and better planning for selection of managers

SAC 2014-2015

• Chair interest
  o Co-chair possibility?
• Elections
  o Nomination email: April 7, Patti
  o Nomination window: April 7-April 18, Qualtrics – Patti
  o Participation confirmation: April 21-23, Brittany
  o Voting: April 28- May 9
  o Announcement: May 14 (at staff breakfast)
• Reminders
  o If SAC members are lost mid-term, can be replaced from initial nomination list.
**Baseball Game**
- Waiting on eRequest approval- Call Barb for follow up today,
- Pick up tickets- Patti
- Ticket pick up instructions April 7- Inform that general admission no reserved seats
- Ticket distribution- Anthony
- 45 ticket holders as of now

**May Breakfast – May 14, 7:30-9 am**
- Brittany equested quote
- Mason Hall Rotunda Booking- Kozue
- PPT- Caroline (Check PPT on next meeting)
  - Year-end wrap up
  - Election 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
- What items to keep?
  - Budget
  - Major event list
- Check with Karen and Fiscal to get OK for shredding old archive binders- Brittany

**Executive Committee Meeting Updates**
- Email Migration- Sufficient information distributed to staff?
- Global Options
  - Collaboration of UGPAO, OGB, OIA
  - Certificate for global experiences and education
  - Harder for UG student to do double major, so another way to differentiate

**Additional Agenda Items**
- N/A