

Staff Advisory Committee Meeting Minutes

January 9, 2008

Location: 116 Deike Building

Attending: Larry Achterberg, Rachel Altemus, Barbara Rigg, Stacy Davidson, Denise Kloehr, Debbie Lambert, Erin Rogers, Linda Spangler

- Dean's Staff Luncheon
 - Luncheon went very well
 - Gift and lottery tickets were a success
 - Desserts were good
 - Black bean soup was not eaten
 - Suggestion for the second selection on soup - we should stick to chicken noodle or minestrone
- Staff Awards
 - Evaluation forms to be sent out to each nominator to see if it needs to be updated / changed for next year
- EMS Family Event
 - Trying to get something going for Feb 17th or 28th
 - Sledding
 - Erin to call Tussey Mountain for group rates for sledding
 - Hopefully there will be snow
 - Barbara to call skating rink to check on group rates for skating
 - Trying to get a rate so that families can go at anytime during the day picked.
- EMS Admin. Fellowship
 - Barbara handed out drafts for review of the evaluations forms
 - Make sure goals were met that were mentioned in the application packets.
 - Discussed what questions should be on the forms
 - Next Fellowship to start in the Fall
 - Notification to go out to Staff in March
 - Applications will be due in May
 - Advertise in March
 - Make sure website link is active at that time
 - SAC members will receive a packet for their units
 - Flyers to be posted in our unit
 - If anyone is interested, give a packet to them to fill out
 - Ask current Fellow to give a testimonial
 - Evaluation form will be sent to SAC members for any last minute changes
 - System Direction will flow as last year with current Fellowship inserted
 - Funding for the program has been approved

Next meeting is scheduled for February 13th at 9:00 am in 157 Hosler Bldg.