MINUTES
Staff Action Team
Thursday, April 13, 2017 | Meeting called to order by Kim Lewer

In Attendance

Kim Lewer, Casey Powell, Sue Goad, Debbie McAuliff, Amber Grim, Fred Waweru, Brenda Brown, Jessie Marshall.

Approval of Minutes

The minutes from the January meeting with changes were approved by Casey Powell. They were seconded by Sue Goad.

Old Business

None.

New Business

- **SAT Binder**: Kim asked if anyone would clean and organize the SAT binder. The binder holds a lot of old papers; on the G drive, the SAT folder contains all kinds of information about the Morsani awards, events, etc. Sue suggested that we get permission from Dean Romans to destroy old documents.

- **Morsani Staff Award**: The Morsani Staff Award has been chosen and sent to Dean Romans for approval. Kim asked who is in charge of Morsani Award decision to choose the committee. She had difficulty finding help to choose the award. Faculty and staff usually help (typically, the Chair/Vice-Chair of SAT, 2 representatives from student groups, and 3 faculty members). Amber suggested that the department heads help with the decision. Kim may set up a meeting with Dean Romans to ask about faculty helping to choose recipient.

- **Reorganization**: Colvin has become their own department; some have been moved to STCL and some have been moved to SAHEP. SES is adding an “A” to their acronym; they are now SESA. We discussed who would represent the new departments. We will keep the members we have for now and decide later as departments are organized.

- **2017-2018 SAT Chair**: Kim asked what we would like to do about a new Chair. Jessie suggested that we keep Kim as Chair. Debbie made the first motion and Amber seconded the motion. Everyone approved.

- **SAT Survey**: Kim is putting together a survey to get feedback on how we can improve SAT. She has a 6-question survey put together, but would like us to approve it first before she sends it out to everyone in the COE.
Individual SAT Reports

Debbie: The Flying Aggies Banquet is on April 15th and a Fly-In is on April 22nd for the Health, Aviation, and Education Week. All are invited. Debbie had to leave after her report.

Brenda: No report.

Casey: The budget kicked off today. Spring schedules are due Friday. She also mentioned the big office moves and phone changes (after which, we all discussed the upheaval this will bring this summer!).

Jessie: Tiffany Henry is expecting. Tiffany will be COE’s advisor for the BSN/RN program. Elizabeth Halley is retiring in May.

Kim: A new name is coming for the STCL department.

Sue: She brought fliers for a parking raffle. She reminded us about the Staff Appreciation Day Picnic on May 23 from 11:00 a.m. to 1:00 p.m. There will be 40+ door prizes, a magician, and tickets for the parking raffle at the door. They will call you if you won the parking raffle.

Amber: Susan Stansberry is now Department Head for SESA. Jackie M. is a new Education Faculty member.

Fred: The IT department has been putting in requests for new computers. They will be changing out computers soon.

Next Meeting

Thursday, May 18, 2017, 1:30 – 3:00 p.m. - 333 Willard

Meeting adjourned at 2:37 p.m.

JJM