**A&S STAFF BOARD MEETING MINUTES**

**Date:** 3/20/2018

**Attendees:** Mike Sonntag, Amy Jones, Cindy Treacy, Kathy Collins, David Stradling, Jen Lange, Jenny Lin, Carol Tongue-Mack, Alexa Justice, Anita Swillinger, and Megan Carr

**Absentees:** LaDreka Karikari, Sarah Logan, and Tom Biven

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**Treasurer Report:**

- We have $1542.65 remaining on the Professional Development Fund (update to balance made 3/20/2018);
- A little more than $200 is left over from Buddy Budget;
- Besides the Professional Development Funds, Buddy Budget, and Events Budget, no funds remain; and
- Any funds not spent (with exception of Prof. Dev. Funds—more details to come) will NOT be carried over.

**Discussion:**

- **Bylaws.** Several updates were made to the bylaws. Cindy will provide updated bylaws draft for us to evaluate over an email vote.
- **Subcommittees.** As discussed in February’s meeting, we need both chairs and non-chair vacancies to be filled. Cindy requested to be removed from Professional Development Funds Subcommittee, where she acts as Chair, but received no motions to fill the vacancy. We need this role filled next meeting.
- **Professional Development.** We need to clear the books for two (2) awards made to Geology staff. We also need to clarify if Jo Roger’s award was spent. We need to confirm with Business Office what happens if funds are in transit after the fiscal year.
- **Ask the Experts.** There have been inquiries on to whom to reach out to regarding guidance on specialized tasks. Perhaps one centralized POC that had knowledge of varying departments/people would work better than an Excel. Maybe the Communication Team?
- **Buddy Budget.** Perhaps the remaining Buddy Funds can be used to throw the first year / new employees a party in mid-June. Kathy will work with Alexa on coordinating this effort and the new Buddy / New Employee Lunch will be the responsibility of the events team.
- **A&S Bulletin.** Amy Jones will be responsible for Bulletin while Jenny Lin is on maternity leave (we will miss you, Jenny 😊). Amy will coordinate with Kathy Collins, Cindy Treacy, and Mike Sonntag on articles. (Please forward any news leads our way!!)

**Next Meeting (Carry-Over and Priorities):**

- **College Mission Statement.** Sarah Logan will provide a progress update.
- **Meeting with Dept. Heads.** Mike Sonntag will provide a progress update.
- **FY19 Budget.** Examine your subcommittee’s and other Staff Board-related expenditures (if applicable) and be prepared to discuss budget goals/needs.
- **Subcommittees.** We need people to fill these spots. Board Members are to come prepared to fill subcommittee vacancies.

*Next meeting: Tuesday, April 10, 2018 from 11:00am-12:00pm*