

A&A Staff Advisory Council  
May 17, 2018

In attendance: Catherine Adams, Jennifer Hoard, Diane Toyos, Kyle Clark, Aimee Carihfield, Mary Beth Day, Angela Harbst, Cynthia Mannella-Nickell, Nciole Cingolani

I Blood Drive

- Red Cross is sponsoring a blood drive at the end of July
- Will ask Amy Marshall run something in the Newsline

II End of Year Reviews

- Made sure everyone was aware of the new process to be rated "Exceptional"

IV New members

- Shannon Arney for CPA
- ??? For SoVA
- ??? For Office of Digital Learning
- ??? For Palmer Museum
- next meeting choose location and Chair elect

V Retreat recap

- Tours
  - TAPS, 9 showed up
  - Sip and Paint, 14 people showed up, Lindsey Landfried next year?
  - Palmer, 12 showed up
  - Arboretum, 11 showed up
- Coffee
  - 3 dozen donuts and a box of donut holes, coffee for 30
- Lunch
  - Irving's, 2 large trays for 70 people
  - Saved almost \$500 by not using boxed lunches
  - People thought bread was dry, too much ham
  - Try somewhere new next year, maybe Wegman's
  - Way to RSVP to choose exactly what you want?
  - Some found the game chaotic and loud
  - Interest in band next year
- Sessions
  - Concern/frustration about people not showing up for sessions that are popular and filled
  - Some people received the notice later than others or missed Newsline
  - Can we create a Staff Group in Office 365 to email staff for these announcements?
  - Thank you notes and gift cards for instructors?
    - Head count – Catherine
    - Gift cards – Cynthia has some