In Attendance: Shawn Langan, JaMel Ways, Alecia Kimbrough, Shea Svoboda, Helen Sexton, Jamie Longwell, Alecia Libolt, Beth Whitaker, Jared Mills, and Tom Danaher. Lori Byrne is on medical leave.

Agenda Items:

1) Committee Updates
   a. Communications
      i. Updated website – permission recently granted to do
      ii. Newsletter content ready, changing format to Publisher to help facilitate online distribution
         1. Should there be a set schedule for publication? Quarterly?
            a. Pros – more visibility for CASSC, set time to get info in for newsletter
            b. Cons – need a specific person to turn information into (JaMel?), enough material for a newsletter quarterly
         2. What should be in it?
            a. Staff spotlight, committee reports, what’s happening/coming up, Applause Award recipients
            b. For Oct add Years of Service Award starting at 20 yrs and up, possible interview with person of most years of service
            c. Nov – highlight Holiday Celebration (December 2) with Applause Awards recipients listed with nomination summary
   b. Recognition
      i. Will aid in gather the newsletter information for Years of Service and Applause Awards for the upcoming newsletter
      ii. Brainstormed ideas for Dean’s request for ideas for promoting and supporting staff development – nothing specific yet
   c. Professional Development
      i. Pat Tetreault will be leading the November 4 at 2 pm in Rm 106 Burnett SPARK discussion on LGBTQ+ topics.
      ii. Discussing Jan/Feb SPARK to be Wellness based
          1. REC visit? Stress with Floyd Sylvester?
          2. Still working on more ideas for future SPARK
      iii. Is there a possibility to record and place on website future SPARK presentations
      iv. Still working on Dean’s request for ideas for promoting and supporting staff development – nothing specific yet
      v. No SPARK in December
      vi. “Rent a Staff” proposal has been forwarded to Alecia
Networking

i. Still working on Dean’s request for ideas for promoting and supporting staff development – nothing specific yet

ii. Things being pondered
   1. New Staff Employee Orientation – do again? changes? More social?
   2. Tours possibilities – Brace Hall, Student housing
   3. Scavenger Hunt

Dean’s call for proposal for promotion of and support of staff development was discussed as a group and as part of committee reports

E. Alecia emphasized that the ideas need to be in writing, but can be sent individually and not as a committee

2) Review of budget – Swag Items? – tabled

3) Group Picture – rescheduled for November’s meeting. Wear RED POLO

Upcoming Events:

1) October spark - ? Will be on Nov 4th at 2 pm Rm 106 Burnett – Pat Tetreault will be leading discussion on LGBTQA+ topics.

Announcements, Reminders & F"YIs:

Meeting times are the second Wednesday of each month from 2-3 pm

Upcoming Meetings:

November 12th – Avery Hall Rm 202 – Picture day!! Wear RED POLO
December 10th – Avery Hall Rm 256C

Meeting adjourned