

Retreat/Meeting Minutes

Meeting Date: August 7, 2008

Location: Jane Thompson's house, 8220 N. Colt Drive

Present: Dina Barnese, Tom Carpenter, David Forgues, Susan Johnstad, Kim Knowles, Robin Long, Mary Lynn Quartaroli, Jane Thompson, Karin von Kay, Paul Wagner, Debbie Wildermuth

Excused: Franklyn Taylor

1. Call to Order

Tom Carpenter called the meeting to order at 10:00 a.m.

2. Introductions

Members introduced themselves. Three new members were welcomed: Mary Lynn Quartaroli, Paul Wagner, and Debbie Wildermuth.

3. SPAC Mission Statement

Tom read the mission statement, as found on the SPAC website (http://home.nau.edu/spac/mission.asp#mission_statement).

4. Discussion of Issues and Priorities

A general discussion on the upcoming year was held. Emerging ideas were:

- A. SPAC meetings hosted by members and held in rotating locations. Two members will be responsible for each meeting: one will arrange the location, and the other will provide refreshments and/or logistical support. A partial schedule was tentatively established.

September 11	Tom Carpenter
October 9	Jane Thompson, assisted by Kim Knowles
November 13	Debbie Wildermuth
December 18	David Forgues
January	Karin von Kay
February	
March	
April	Susan Johnstad, assisted by Terri Hayes
May	

One meeting last year was broadcast via video conference. This requires some logistical planning but may be a possibility again this year.

- B. Consensus was that inclusion of guest speakers has been valuable in past years. The presentation last year by Harvey Charles (Center for International Education) might serve as a model for future meetings. One idea was for including guest speakers approximately every other meeting, to allow time for other issues and SPAC business. Dina Barnese stated that, as SPAC Chair, she was often contacted by individuals wanting to address the members at a SPAC meeting.
- C. Consensus was that members will make the effort to invite other service professionals to regular meetings throughout the year. Human Resources may be able to provide a current list of service professionals across the university.
- D. Robin Long volunteered to coordinate efforts to welcome new service professionals at the university. Dina suggested adding “SPAC Ambassadors” to the list of committees on the SPAC website. Several ideas were offered.
 - developing business cards for distribution, with the SPAC name and website
 - providing a small treat, such as a bar of (dark!) chocolate
 - preparing talking points on what it means to be a service professional and on the mission and purpose of SPAC
 - work with HR to develop a system for identifying new service professionals
- E. Suggestion was to add photos of Council members to the SPAC website.
- F. The last surveys of service professionals was conducted by SPAC in the 06-07 academic year. Typically, this has been done every other year, meaning it should be on the calendar again this year. If SPAC will conduct a survey this year, planning should begin early in the fall semester.
- G. Suggestion was to develop a SPAC community service project this year. Mary Lynn Quartaroli suggested that this might be coordinated with the National “Make a Difference” Day. Consensus was that a community service project will be discussed at the September meeting, when members can volunteer to organize that activity.

5. Lunch

6. Committee Assignments

Tom asked for volunteers for committee work and SPAC activities in the upcoming year. This topic will be reviewed at the September meeting, when additional members are present. Assignments were made as follows:

Recording Secretary	
Strategic Planning Council	Susan Johnstad
Faculty Senate	
Academic Standards	Debbie Wildermuth
Commission on Ethnic Diversity	Jane Thompson
Commission on the Status of Women	Kim Knowles

Disability Access	Karin von Kay
Classified Staff Advisory Council	Paul Wagner
Employee Development Fund	Robin Long
Staff Salaries	David Forgues
Employee Benefits	Dina Barnese
Summer Conference	
SPAC Ambassadors	Robin Long
SPAC Publicity	Dina Barnese, Susan Johnstad
SPAC Service Project	
SPAC Mixer	
SPAC Leadership Award	
Brown Bag Lunches	

Meeting adjourned: 1:30 p.m.

Next meeting: September 11, 2008. 8:30 a.m. Location: Graduate College. Tom Carpenter will distribute additional information in advance of the meeting.

Respectfully submitted, Susan Johnstad, Vice Chair