Present: Katherine Arntzen  Pam Culberson  Deidra Dennie  Tracee Hickman  Woody Melton  Pat Potter  Katie Twining  Brandi Vaudrin  Shannon Vo

Absent:

Special Guest

SPARC - Nashia Whittenburg and Jason Salzer
Nashia and Jason shared an update from the SPARC Value Statement Assessment Team. The team was tasked with reviewing and condensing the current value statement. They presented a new value statement that focuses on scholarship, leadership, and stewardship in an environment that embraces diversity and cultivates student success.

They plan to introduce the new value statement at the Spring Convocation.

Approval of Meeting Minutes: Minutes from the November meeting were approved. The December minutes will be sent via email for approval.

Treasure’s Report
From November’s financial report -
Textbook Scholarship:
Balance: $3109.06
One scholarship offering pending

Discretionary Funds:
Balance: $1730.21
Pending transactions: Holiday luncheon

Committee Reports
Elections Committee
• Elections are scheduled of March 1st
• HR will provide a list of eligible staff
• Laura Mills is available to assist with SurveyMonkey
• Council members rolling off: Pat, Tracee, and Pam
• New Council member need to be announced to campus by late April.
**Fundraising Committee**
- See Treasure’s Report

  The committee is targeting March for the spring fundraiser. Suggestions needed.
  Noted suggestions:
  - Gigi’s cupcakes or Small Cakes
  - 2nd Booksale during the Asian Festival
  - Discuss alternative/healthier fundraising options

**Outreach/Special Events Committee**

  Holiday luncheon was very successful. Photo station was great idea.

  Next event is the Summer luncheon.

**Staff Development and Welfare Committee**

  Spring Assembly will be scheduled in April.
  - Pat suggested inviting different department to provide updates from their area.
  - Brandi will forward recommendation for the Assembly.

**Old Business**

**Random Acts of Kindness (RAK)**
- We have delivered RAK to eight department – we have 15 departments left.
- The next RAK date is January 29th for the department in the Armstrong Center
- Tracee is working on a schedule for the remaining department with plans to finish by the end of the spring semester.

**New Business**

**New Employee Orientation Program**

  Brandi shared details of the new employee orientation program that HR has implemented.
  The new program is a 4-week process that consist of an onboarding session, weekly mentor engagement, and a monthly wrap-up sessions which includes meeting the President and different service department representatives.

**Reminders**

  Spring Convocation – January 27th

**Upcoming SAC meetings**

  February 13th