Minutes for College of Science Staff Advisory Council
Tuesday, January 10, 2017 12:00pm – 1:00pm, GS 1027

Call to Order
The CoSSAC monthly meeting was called to order at 12:04pm by Chair, Michelle Garcia.

Attendees
Voting members in attendance: Sylvia Anderson (Math), Shelley Bernstein (Psy), Amy Brenton (Ptys/LPL), Rosie Fernety (CSc), Michelle Garcia (Geos), Matt Jones (Phys), Stephen Smith (Lab Tree-Ring Rsch), and Patricia Waters (MCB).

Guest: Frankie Kolb (Office of the Dean).

Members not in attendance: Treva Dickerson (Astr/Steward Obs), Peggy Humbert (Chem & Bio-Chem), Denise Minopoli (SLHS), Pennie Rabago (Ecol), Lupe Romero (Atmo/HW), and, Becca Van Sickler (NROS).

Departmental Announcements
Psychology has a new advisor. Computer Science has a new advisor.

Approval of Minutes
A motion to approve the minutes of the meeting on December 13, 2016 was made by Pat Waters (MCB) and seconded by Sylvia Anderson (Math). Passed unanimously.

Update/Announcements
- Star Award Nominations March 10. Deadline to submit nominations February 10, 2017
  - Chair requests more participation from members at staff presentations.
- Staff Luncheon
  - Menu: Santa Fe Buffet menu confirmed
  - Raffle Prizes
    - Prize committee will be sending out first donor solicitation requests to last year’s donors on Friday.
    - Follow-up by Pat Waters (MCB) regarding UA basketball donation.
    - Discussion regarding 50/50 raffle and consider pre-sale of tickets by announcements and through department CoSSAC representatives.
  - Centerpieces/Decorations – Hollywood/Oscar Theme
    - Discussion and review of preliminary ideas submitted by Treva Dickerson (Astr/Steward Obs), including raffling theme centerpieces.
    - Discussion regarding Step and Repeat.
    - Discussion regarding event entrance music.
    - Discussion regarding inviting an outside speaker, Dennis Tamlyn (sp?), to MC event.
- Event Brochure: Pat Waters (MCB) is working on first draft to be ready by next meeting for review by members.
- Look-Alike Contest
  - Frankie Kolb (Office of the Dean) will draft Look-Alike announcement for Chair’s review by mid-February.
  - Discussion regarding contest promotion, whether the contest is open to department heads and/or staff, and how to coordinate voting procedure at event.
- Highlight COS department(s): Discussion regarding various department highlight options:
Use of projection screen at event due to cost ($250) and auditorium logistics.
- Highlighting COS departments with department-submitted top three facts that will be displayed on overhead screen
- Deadline to submit department highlights should be same as award submission for Dean’s approval.
- Introduction of department highlights at start of event.

- Pat Waters (MCB) will work on presentation slide template.
- Copernicus Award
  - Frankie Kolb (Office of the Dean) will look at Copernicus winner Becca Van Sickler’s nomination packet to prepare for event and ask Dean to introduce winner(s).
  - Becca Van Sickler (NROS) will speak at next CoSSAC meeting regarding award.
- Excellence Award Winners: Frankie Kolb (Office of the Dean) will work with Rosie Fernety (CSC) to confirm department heads’ attendance for award presentations or alternates.

**New Business**

None

**Next CoSSAC Meeting**

Tuesday, February 14, 2017

**Adjournment**

Meeting was adjourned by Chair Michelle Garcia at 1:05pm.

Minutes submitted respectfully, Rosie Fernety, Secretary