

**SAS Meeting Minutes for 4/12/16**  
**9:00-10:40 am; 339 O'Shaughnessy**

**Attending:** Cheryl Lee, Laurie Mastic, Marie Revak, Maribel Rodriguez, Amanda Sarratore, Terri Sweeney, Wendy Wolfe

**Absent:** Lisa Gallagher, Rhonda Singleton

**Guests:** Rob Becht, Mo Marnocha

**Meeting called to order at 9:00 am**

**Public Form**

A question was raised by a staff member who was concerned that she would not be compensated as a top performer due to limited grant funding. Rob shared that he has never had an occasion where this has been issue and felt strongly that funding would be available to compensate a top performer. He encourages anyone, should they like to talk further about their compensation, to contact him.

**Minutes**

The minutes from the previous meeting of March 16th were approved by the committee members.

**Summer Tour Potato Creek Park**

The Dean's office approved the cost for the administrative staff to attend an outing at Potato Creek Park in May. Wendy will contact the park to secure a firm date...looking at Tuesday, May 24<sup>th</sup>, Wednesday, May 25<sup>th</sup> or Thursday, May 26<sup>th</sup>. Once the date has been determined, Wendy will reserve transportation with Cardinal Buses, Inc. Terri will coordinate the catering with Martin's. (*Late Entry*) The event at Potato Creek Park is scheduled for Wednesday, May 25<sup>th</sup> from 11:00-3:00PM. Details of the event will be included in Amanda's email to the administrative staff.

**Lunch and Learn**

Amanda shared the results of the survey regarding the staff's responses towards learning about a specific topic during their lunch hour. Of the 54 responses, 87% were in favor of the event with topics ranging from FileMaker Pro (44%); eNDeaver (48%); Zoom (48%) and Social Media (46%). The new series, *Lunch and Learn*, would kick off in mid-September, covering the topic *Zoom* and presented by Randy Yoho, OIT. The second Lunch and Learn will be scheduled mid-November on the topic of *Social Media*. The presenter is TBD.

Amanda also shared the survey results of the staff's interest in having lunch with a faculty member who would present on a topic of their expertise. Of the 15 responses, 61% were interested in the idea and listed faculty and topics of interested involving Dr. Eileen Botting, *Frankenstein Scholar*; Essaka Joshua, *Disability*; Fr. Dan Goody, *Immigration and Trafficking*; Dr. Kathleen Cummings, *Catholicism*; Dr. Matt Hall (Political Science), *What's Going On This Election Cycle*. Of the selection presented, the committee was most interested in Dr. Hall's topic due to the timing of the November general election. The SAS committee will contact Dr. Hall regarding his availability for an October luncheon.

**Miscellaneous**

Wendy introduced the idea of One Book, One College where students, faculty, staff, and administrators select and read a common book. Rob was open to further discussion on this topic.

Maribel mentioned upcoming lunches that need to be scheduled for new staff members. She will send out a list of dates to SAS Committee members to see who may be able to participate.

**Administration Updates from Rob and Mo**

Rob commented that he is on a committee to review the eNDeavor program and they are looking at ways to better enhance the current system.

Rob and Mo were in agreement with the topics selected for the *Lunch and Learn* series. Rob stated these lunch meetings would be in addition to the book club get-togethers.

Mo commented there appears to be some confusion concerning the UltraTime codes and what code to select. She will send a list of UltraTime codes recommended by the College of Arts and Letters for staff to reference.

*(Late Entry)* Next SAS Meeting is scheduled for May 4<sup>th</sup> at 220 O'Shaughnessy Hall.

**Meeting adjourned at 10:40 am.**

Minutes submitted by Terri Sweeney 4/14/16