

SAS meeting Minutes
April 20, 2012
9:00-10:00 am; 339 O'Shaughnessy

Attending: Lauren Fox, Carol Kraus Lynn McCormack, Jessica Monokroussos, Teen Sexton, Claire Shely, Michelle Thornton, Amy Williams

Excused: Kristal Chester

Resigned: Susan Nugent

- 1) **Recent restructuring of seven 12-month positions to 10-month**
Next week SAS will meet with Robert Becht to discuss how the situation and notifications were handled.

- 2) **Administrative Professionals Appreciation Week (April 23-27)**
 - 5 days of raffle items: discussion about what is lined up already and what still needs to be done
 - Pizza Lunch 12:00 – 1:00 on Friday, April 27 in the Great Hall: discussion about plans for the lunch and who needs to do what to coordinate the event
 - Raffle(s) at the lunch at 12:30 in the Great Hall -- must be present to enter – discussion about what plans are for this

Current SAS membership for 2011-12 includes:

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Kristal Chester	219 O'Shaughnessy	1-7266	kchester@nd.edu
Lauren Fox	130 Malloy	1-7811	lfox3@nd.edu
Carol Kraus	121 Malloy	1-5732	ckraus@nd.edu
Lynn McCormack	356 O'Shaughnessy	1-4702	mccormack.12@nd.edu
Jessica Monokroussos	323 O'Shaughnessy	1-0481	jmonokro@nd.edu
Teena Sexton	329 DeBartolo	1-5881	sexton.25@nd.edu
Claire Shely	834 Flanner	1-7459	cdettlin@nd.edu
Michelle Thornton	612 Flanner	1-6433	mthornt2@nd.edu
Amy Williams	101 O'Shaughnessy	1-1135	awilli27@nd.edu