

SAS Meeting Minutes
February 8, 2013
9:00-10:00 am; 339 O'Shaughnessy

Attending: Judy Benchaar, Nell Collins, Lynn McCormack, Jessica Monokroussos, Teena Sexton, Claire Shely, Brenda Teshka, Michelle Thornton, Amy Williams
Guests: Rob Becht, Mo Marnocha and Lori Maurer

Follow up on Workshop

SAS will send out a survey to the staff for feedback on the workshop.

Mentor/Mentee forms

Lynn has been having difficulties with putting the forms on-line as PDFs that can submit to the ALSAS email account. She will follow up with Mike Weiler.

Unpaid time policy

Rob stated that there have been issues within the college of unpaid time and how it is being utilized. There was discussion about how and when it might be appropriate to use unpaid time. It was decided that there needed to be a clear written policy, which the Dean's Office will draft and SAS will review prior to implementation. It is important that all staff are familiar with the sick, vacation, and attendance policies that are given on the HR website.

ND Voice

Rob gave us the results from ND Voice which compared the prior ND Voice results. He would like the SAS committee to think through how to interpret the survey and what to do with the results now that we have them. In the town hall meeting, John Affleck Graves said that the main theme that the University wants to push forth, as a result of the survey, is an increase in communications in all departments across the University. Rob will be sending an email to the staff attaching PDFs of the survey and asking for volunteers to help evaluate the report and determine what actions or initiatives should be developed within the College.

Announcements

During spring break we will be having a half day workshop. It will be on Thursday, March 14th at 1:00 in the Eck Center. More information will follow. We are also planning a pot luck on the Tuesday of spring break.

Our next SAS meeting will be March 1st and follow up on the ND Voice survey. We will also talk about Staff Appreciation Week plans (4/22-26/13) and summer fun ideas. If you have comments/ideas to contribute or other topics needing discussed, please email alsas@nd.edu.

Claire Shely has announced her resignation from the SAS committee. We want to thank Claire for all of her dedication and hard work the past several years that she has been on SAS.

Upcoming:

SAS meeting March 1st at 9 am

Potluck March 12th

Spring workshop March 14th at 1 pm

Current SAS membership for 2012-13 includes

Judy Benchaar	343 O'Shaughnessy	1-4705	jbenchar@nd.edu
Nell Collins	343 O'Shaughnessy	1-6886	ncollins@nd.edu
Lynn Holbrook	B025 Performing Arts	1-0633	lholbroo@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
Brenda Teshka	104 O'Shaughnessy	1-9468	teshka.1@nd.edu
Michelle Thornton	612 Flanner	1-6433	mthornt2@nd.edu
Amy Williams	243 O'Shaughnessy	1-1135	awilli27@nd.edu