

**SAS Meeting Minutes: September 12, 2013**  
**9:00-10:30 am; 119 O'Shaughnessy**

**Attending:** Judy Benchaar, Nell Collins, Heather Denton, Lynn McCormack, Darlene Nowakowski, Katie Schlotfeldt, Brenda Teshka, Michelle Thornton

**Guests:** Rob Becht, Mo Marnocha, Lori Maurer

**New Business**

The meeting started off with officer elections; president, vice-president and secretary all of which are 1 year terms. The president shall schedule meetings, establish meeting agendas, distribute meeting agendas to the committee at least two (2) days prior to the meeting, preside at all meetings, enforce the bylaws, establish committees as appropriate, appoint members and designate chairs of committees.

The vice-president shall perform the duties of the president in the absence of the president, serve as the principal assistant to the president, fulfill any term vacated by the president; and coordinate SAS welcomes for new staff of the College.

The secretary shall prepare minutes of all meetings and maintain them as permanent records, distribute meeting minutes to each member of SAS within five (5) days of the meetings for approval or corrections, distribute final minutes to the staff and publish on SAS website within ten (10) days of the meeting, determine quorum at meetings, distribute ballots to members of SAS for election of officers, and distribute ballots for election of SAS committee members to staff of the College.

The election results were as follows: Brenda Teshka, President; Judy Benchaar, Vice-President and Michelle Thornton was re-elected to a second term as Secretary.

Additionally, the Staff Advisory and Support Committee needs your support. We have 1 new open position to fill out our committee of 10. We are looking for staff that have new ideas and potential initiatives, are concerned about what happens within the College, and enjoy helping to bring staff together within the College.

Please contact us to join by end of day Thursday, September 19th (alsas@nd.edu). If more than one volunteer, an election will be held (wouldn't that be something!).

**Upcoming Events**

We are working on setting up a tour of Washington Hall during fall break. The tentative date and time is Wednesday, October 23<sup>rd</sup> at 2pm.

We are continuing to work on the January Workshop. The plan is to bring in different entities from across campus for a staff conference for updates to new or old policies and procedures.

## **Announcements**

Mo Marnocha came to talk with us about the breast cancer fundraiser in October. She reported that they wouldn't be selling mums this year and asked for some ideas. Judy suggested making water bottle labels with the breast cancer logo to sell the water at the tailgate. The tailgate will be held October 19<sup>th</sup>, the USC game. We need volunteers to help. The suggestion was made to not do teams this year. Instead, set a goal and work collectively to achieve it, showing progress along the way. More information will follow at the staff meeting on Thursday, September 26<sup>th</sup>.

Rob Becht was again asked about getting a staff lounge. After some discussion, Rob said he would see if it could work turning at least part of the 4<sup>th</sup> floor space in O'Shaughnessy into a lounge again. Rob was also asked about getting staff rights on their computers so they can install updates without having to call ALCO. He will look into this issue and get back with us.

There was also a discussion about finding a new venue for our staff meetings, 119 O'Shaughnessy is too small for our growing group.

### **Current SAS membership for 2013-14 includes:**

Judy Benchaar	343 O'Shaughnessy	1-4705	<a href="mailto:jbenchaa@nd.edu">jbenchaa@nd.edu</a>
Nell Collins	318 O'Shaughnessy	1-5572	<a href="mailto:ncollins@nd.edu">ncollins@nd.edu</a>
Heather Denton	217 O'Shaughnessy	1-5189	<a href="mailto:Heather.Denton@nd.edu">Heather.Denton@nd.edu</a>
Lynn Holbrook	B025 Performing Arts	1-0633	<a href="mailto:lholbroo@nd.edu">lholbroo@nd.edu</a>
Lynn McCormack	356 O'Shaughnessy	1-4702	<a href="mailto:mccormack.12@nd.edu">mccormack.12@nd.edu</a>
Darlene Nowakowski	301 O'Shaughnessy	1-8069	<a href="mailto:dnowakow@nd.edu">dnowakow@nd.edu</a>
Katie Schlotfeldt	1047 Flanner Hall	1-7316	<a href="mailto:kschlotf@nd.edu">kschlotf@nd.edu</a>
Brenda Teshka	104 O'Shaughnessy	1-9468	<a href="mailto:teshka.1@nd.edu">teshka.1@nd.edu</a>
Michelle Thornton	612 Flanner	1-6433	<a href="mailto:mthornt2@nd.edu">mthornt2@nd.edu</a>