

SAS Meeting Minutes for October 7, 2014
9:00-10:30 am; 119 O'Shaughnessy

Attending: Eileen Barany, Kelli Brown, Laurie Mastic, Lynn McCormack, Darlene Nowakowski, Maribel Rodriguez, Rhonda Singleton Brenda Teshka

Absent: Lynn Holbrook

Guests: Rob Becht, Mo Marnocha, Lori Maurer, Kathy Knoll

Meeting called to order at 9:03

Regular Business:

1. Bylaws

Approved unanimously.

2. Fall Tour Update

Lynn McCormack updated the committee on Fall Break tour of the Hesburgh library. The tour will be Wednesday, October 22 from 1:30-3:30pm. Participants should meet in the Medieval Institute where the tour will begin. The tour will include the Medieval Institute, Rare Book Room, Center for Digital Scholarship, and there will be an overview of the renovations. The tour will conclude in Au Bon Pain for a beverage and treat provided by the Dean's office. An invitation will be sent out requesting RSVPs. If there are more than 30 participants, there will need to be two groups.

3. January Workshop

- a) Kelli reported on the floral design presentation. After contacting local stores, she was referred to a local crafter on Facebook who creates wreaths. She talked to the woman and provided pictures from the website for the committee to look at (<https://www.facebook.com/ADoubleDCreation>). The committee asked Kelli to get a per person price to consider. We discussed what theme of wreath we would be interested in doing-ND, Valentine's Day, winter.
- b) Darlene reported on the Glass Painting workshop. The artist will provide a demo, the glasses (wine and pilsner), and all paint supplies. This would be a 2-3 hour course with samples available. The committee discussed a Valentine's Day theme. Darlene then referred the committee to the website (Artandelements@att.net) or Facebook page (art + element) or etsy page (etsy.com/shop/artandelements) to see samples of her work.

4. New Employee Materials

Eileen reported that the fact sheet has been changed. The most up-to-date information will be on the website. Darlene will use the material from the website when printing materials to give to new employees.

5. Other

- a) Darlene would like to see more bike racks. More people are opting to bike in from the Bulla lot. She should contact Bright Ideas about this.
- b) Bathroom Issues in O'Shaughnessy – The signs are still handwritten and taped to the door. There were questions about temporary signs being ordered through Office Depot. There is water on the floor due to the hard flow of water from the spigot. Also the spigot often doesn't turn off unless the "eye" is wiped. Note was made of mold beginning on the wall under the dryer (especially on 2nd floor which doesn't have an outside window.) We are still waiting to hear about a hands-free option for opening the door after hands are washed.

Dean's Office and HR Updates with Rob, Mo, and Lori

1. Facilities

- a) Brenda talked about the Bathroom issues with Rob. She also mentioned that Matthew Fulcher and Kathy Knoll were invited to this meeting. Rob offered to get Kathy and ask her to join us.
- b) Kathy Knoll joined the meeting and answered our questions, or noted what she needed to research.
 - i. The temporary signs will be ordered from Office Depot and should be up in the next week or two. (Note: the signs have been installed 10/13/14).
 - ii. Arm plates for hands-free door opening have been ordered.
 - iii. Kathy said the tile should prevent the mold under the hand dryers. She will look into that further. Laurie offered the suggestion of a smooth back-splash that she had seen which can be cleaned off with bleach to prevent mold.
 - iv. When asked about the possibility of paper towel returning to the bathroom (so it is available to sop water from the floor, spills in the classroom, etc.), we were told that was a decision by campus services. That is who should be contacted.
 - v. Brenda spoke of her concern about the condition of the carpet runners in the hall. She wondered if outsourcing the cleaning (runner is replaced every other week with a clean one) could be researched. Kathy agreed to do so.

2. ALSEC-Friendly Listserv

Eileen will contact OIT-help desk to verify the instructions for adding yourself to the listserv. Once the instructions are correct, they will be added to the SAS website.

3. Tailgate/Fundraiser

Officially need to be here from 10-3. Mo is very concerned about the lack of participation. She is afraid it may need to be cancelled. If you need posters, see Mo or check with Kate in communications. Mo reminded all to send any information for what your department is doing to ALSEC.

4. Book Club

Mo reported there are officially 41 participating.

Meeting adjourned at 10:43 am.

Minutes respectfully submitted by Laurie Mastic 10/13/2014