

**SAS Meeting Minutes for September 16, 2014**  
**9:00-10:30 am; 119 O'Shaughnessy**

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

**Absent:** Brenda Teshka

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

**Meeting called to order at 9:02**

**Regular Business:**

**1. Mission Statement and Bylaws**

- a. Darlene allowed time for all to read through the amended Mission Statement and Bylaws.
- b. Mission Statement: Eileen moved to accept as amended. Kelli seconded. Passed unanimously.
- c. Bylaws: A few more corrections were made
  - I. Article III Section 6: last word of first sentence change from "meeting" to "meetings"
  - II. Article III Section 6: addition to last sentence: *The President will notify all staff via the SAS listserv of the change prior to the meeting.*
  - III. Article IV Section 2: remove the phrase "unless permission is specifically granted."
  - IV. Article V Section 2: after "SAS" add "(Article IV)." Remove the remainder of the sentence as it is redundant.
  - V. Article V Section 3: Correct indentation issues
  - VI. Article VI Section 2: add the phrase "during the academic year" to the end of the sentence.
  - VII. Article VIII Section 1: Clarified sentence and it now reads: "Election of SAS officers of SAS shall be held during the ~~each August~~ first SAS meeting after the committee elections."
  - VIII. Article VIII Section 2: Corrected the wording to be consistent with the section above it. "the first meeting after the committee election."
  - IX. Article XII: changed "present at" to "during". This followed from a long discussion about the use of email to approve bylaw changes. It would allow, but not require, email ballots to those who are unable to make the meeting.

**2. Fall Tour**

Fall break is October 20-24. Lynn McCormack reported on her findings of a tour of the Hesburgh library. SAS suggested the tour to last two hours. The librarians suggested the group be capped at 30. There would be an option of an additional group if numbers exceeded 30. Places to tour include: Rare Book Room, Medieval Institute, Center for Digital Scholarship, and an overview of 1<sup>st</sup> and 2<sup>nd</sup> floor changes. We will request from Rob a stop at Au Bon Pain after the tour for a treat. The tentative date/time is October 22 from 1:30-3:30. Rob approved this and noted it was the day before his birthday.

**3. January Workshop:**

After reading through the list of suggestions for the January Workshop, two were most appealing and had not been done before. The first is the Glass Painting Workshop by art+elements (Mishawaka). Darlene volunteered to check into group rates and to learn more about their offerings. The second is a Floral Designer Presentation from either Hobby Lobby or Michaels. Kelli

volunteered to get more information from both locations about what they would offer and how much it will cost.

#### **4. SAS Basket**

Brenda asked that all donations to the Beverage (no alcohol) Basket be delivered to her by September 26. Please send an email to the committee when you know what you are providing so there will be a variety.

#### **5. New Staff Lunches**

Laurie and Kelli took Rebecca Lamp (Psychology) to lunch at Au Bon Pain. There are three other lunches scheduled for the month.

#### **6. FAQs**

Darlene commented that a new employee had difficulty reaching the person listed in the FAQ that she gives to all new employees. The committee was not aware this was done. There was a discussion as to whether this document was still on our website as it seemed dated. Darlene will email everything she gives to the committee. We will ask Mo and Lori when they join the group.

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

#### **1. FAQs**

The conversation continued as Mo and Lori entered the room. It was explained that an employee was having difficulty setting up how the insurance monies are taken out upon returning after the summer hiatus. When trying to talk with the person listed on the FAQs, it was not the right person. Mo and Lori were concerned that HR should reach out to new employees for this, that it should not be the new employee's responsibility to figure out who in HR they need to talk with.

**2. 9-month and 10-month Employee Issues:** There are still issues about lump payments for insurance when returning in the fall. In addition, if an employee receives the Health Quotient benefit, it is not paid during the summer when not receiving a paycheck. The last two summers, Laurie has had to spend a lot of time asking HR for the lump payment when she was told it would be in her first paycheck back from summer. Last fall it took intervention by Lori Maurer to finally receive it.

**3. New Hire Lunches:** Mo will send the rest of the new hire names to Darlene. Rob reported that there are currently no admin openings in A&L.

**4. Book Club:** Darlene is enjoying the book written by Father Malloy. Mo reported that we may still sign up and those on the committee that had not yet done so, signed up. She will send out an email to the listserv letting all know. The first book club lunch will be around Fall Break and the final one with the author will be the week before Thanksgiving.

**5. O'Shaughnessy Bathrooms:** Trash cans have been added to the bathrooms. There is concern to the walls under the hand dryers becoming moldy.

**6. Actors from the London Stage:** Appearing this week in Washington Hall-request tickets from Rob if you would like to go.

**Minutes from August 19 were approved.**

**Meeting adjourned at 10:25 am.**

Minutes respectfully submitted by Laurie Mastic 9/24/2014