

SAS Meeting Minutes for August 19, 2014
9:00-10:30 am; 119 O'Shaughnessy

Attending: Eileen Barany, Laurie Mastic, Lynn McCormack, Darlene Nowakowski, Maribel Rodriguez, Brenda Teshka

Absent: Kelli Brown, Lynn Holbrook, Rhonda Singleton

Guests: Rob Becht, Mo Marnocha, Lori Maurer

Meeting called to order at 9:15

Regular Business:

1. Mission Statement and Bylaws

- a. The addition of Article IV Section 2 Confidentiality had not been completed. We went back and created it.
- b. Article IV: Section 2. Confidentiality.
"All matters will be kept confidential unless permission is specifically granted."
- c. We decided to amend *Article VII: Section 4. Vacated Positions*. to reflect how the resignation of Geoffrey Carter was handled.
- d. Article VII: Section 4. Vacated Positions
- e. "In the event that a representative resigns or is removed from committee, the SAS committee may ask for volunteers from eligible staff of the College of Arts and Letters to fill the vacated position(s) or wait until December for the new election. In the event that more staff volunteer than are available positions, a run-off election shall be held."

2. Fall Tour:

Fall break is October 20-24. We discussed possibilities for tours that would be of interest to staff. The suggestions considered were Morris Inn, the Stadium, and the Hesburgh Library. We decided to pursue the Library. We would like to tour the Rare Book collections, Medieval Institute, and other collections that the library staff may suggest. Lynn Mc Cormack will contact the library to see what may be arranged.

3. January Workshop:

It was decided that the large Departmental workshop will be held January 2016. This will allow time to work on it. We were reminded that last January we showed a movie and had lunch. Brenda will send an inquiry to the listserv after Labor Day asking the full staff for workshop ideas for this January.

4. Google Guides:

Laurie wondered if the list of Google Guides in Arts and Letters could be placed on the website. She will inquire with ALCO and/or the Help Desk.

5. Other

All SAS members need to submit photos to Eileen.

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

- 1. O'Shaughnessy Bathroom Remodel:** Many concerns have been raised about the lack of paper towels in the bathrooms. Many staff do not like to touch the door handle after washing their hands. There is a need for hands-free access. Also there is concern about the lack of trash cans in the bathrooms. Matthew Fulcher has been invited to come to the October meeting to address these issues.
- 2. October Fundraiser:** Mo and Rob will check with other colleges about joining in a competition with Arts and Letters. There will be a blog once again with a full list of items and events available (i.e. Raffles, silent auction, luncheon, etc.). SAS will contribute a beverage basket for auction. Check with Jolene to see if all departments who wish to could put items up. Mo thinks the tailgate will be October 11.
- 3. Book Club:** Mo and Rob are considering titles for the next Book Club. The first one was a success.
- 4. Departmental Conference Rooms:** Rob was questioned about technology in the departmental conference rooms. He said at this point there is no comprehensive plan, rooms are being evaluated individually. There is a great range of cost based upon what is needed.
- 5. Great Hall:** The Unveiling will be September 4. Nothing is going to be hung on the walls. There will be no trash cans. There will be one newspaper holder for the Observer. There was discussion about the Award plaques and how/where they will be displayed. Brenda suggested a monitor located on a stand that will scroll through the awards and names, perhaps with searching capability. Rob and Mo liked the suggestion.
- 6. First floor Personal Bathroom:** Brenda suggested changing the lock to the outer door to a deadbolt as some times it is left empty but appears to be in use when the light is left on. At other times, people unlock and walk in on someone changing clothes. Brenda will follow-up.
- 7. Regular Hours/Dress:** Rob mentioned that he will be sending an email reinstating the regular 8am-5pm workday and regular business dress on Thursday as students begin to return. He is working to get our hours to become 8am-4:30pm year-round, but he will need to get the Provost to agree to it.
- 8. SAS trip feedback:** Rob was greatly disappointed the bus trip to Michigan did not occur this summer. The three major reasons given for not attending were: do not want to socialize with colleagues outside work hours, small children at home (back too late, childcare issues), and on vacation/not available that day.
- 9. ND Voice:** Lori explained ND Voice will occur again in mid-October. We should be considering who needs to look at the results and how to present the results to the staff.
- 10. Staff Administration Meeting in September:** We do not need an outside speaker as it is the time to catch up on all our own business.
- 11. New Hires:** Mo needs to give Darlene the list of new hires, so she may schedule the welcome lunches. Rob commented that he is receiving a stellar applicant pool with a great mix of people. He also commented that the 9/10 month positions have become highly sought after.

Meeting adjourned at 11:03 am.