

**SAS Meeting Minutes for April 17, 2014**  
**9:00-10:30 am; 119 O'Shaughnessy**

**Attending:** Eileen Barany, Laurie Mastic, Darlene Nowakowski, Maribel Rodriguez, Rhonda Singleton, Brenda Teshka

**Absent:** Kelli Brown, Geoffrey Carter, Lynn Holbrook, Lynn McCormack

**Meeting called to order at 9:10**

**New Business:**

1. **Resignation/Election of Secretary:** Lynn Holbrook resigned her position as secretary. Brenda asked for self-nomination. Laurie Mastic self-nominated. Darlene Nowakowski seconded. The vote was unanimous. We discussed expectations for the position.
2. **Review of Previous Month's Minutes:** corrections suggested and made.
3. **Mission Statement and Bylaws:**
  - a. At the end of Article V: Officers Section 3. Duties add the following:  
"The media officer shall:
    - Maintain the SAS website
    - Check SAS email regularly
    - Respond to SAS email and file appropriately
    - Create, send, and report responses for any electronic questionnaires to the membership"
  - b. Article V: Officers Section 4. Terms of Office:  
"Each term shall commence with election results at the ~~August~~ January meeting"
  - c. Article VI: Meetings Section 2. Regular Meetings:  
"Regular meetings of SAS shall be held ~~at least two times per semester~~ once a month."
  - d. Article VII: Elections of Representatives Section 1. Time:  
"Election of representatives shall be held ~~each June~~ mid-January."
  - e. Article VII: Elections of Representatives Section 2. Procedures:  
"The committee will ask for self-nominations in the first week of ~~May~~ December. Self-nominations shall be due by ~~May 15<sup>th</sup>~~ December 5<sup>th</sup>.  
...New members will be announced to the staff via email by ~~June 1~~ Feb 1 (or the next business day).  
...Ballots for the election shall be emailed by ~~May 20<sup>th</sup>~~ December 15<sup>th</sup>. ~~Ballot boxes will be distributed at the Arts and Letters copy centers in Decio Hall, Flanner Hall and O'Shaughnessy Hall.~~ Ballots shall be due by ~~June 1 (or next business day) at 4pm~~ mid-January. ~~Vote count shall take place at the June meeting, and members designated by the president shall tally the votes."~~
  - f. Article VIII. Elections of Officers Section 1. Time:  
"Election of officers of SAS shall be held during ~~each August~~ the first SAS meeting after elections."
  - g. Article VIII. Elections of Officers Section 2. Procedures:  
"Self-nominations shall be due by ~~July 15<sup>th</sup>~~ the first SAS meeting after elections.  
..."Ballots for the election shall be distributed ~~10 days before the August meeting~~ at the first meeting after elections.
  - h. **At this point we went back to ARTICLE IV: MEMBERSHIP and added 2 sections:**  
**Section 1. Attendance**

Members are expected to attend on a regular basis. If a member does not attend for 3 consecutive meetings without good cause, they will be automatically removed.

**Section 2. Confidentiality.**

- i. **This is the point at which we needed to stop. Next meeting we will need to work on the Confidentiality section and finish the last four articles.**
4. **Sub-Committee Report:** All SAS members need to submit photos to Eileen. May need to take the photos at a meeting using a phone.

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

1. **Staff Appreciation Luncheon:** This will be held May 22 at Club Naimoli in Purcell Pavilion. The speaker will be Linda Pyzybyszewski. She is a history professor who focuses on clothes and hats. Mo suggested that everyone dress up and wear a hat.
2. **Potluck:** Brenda asked about holding a potluck during Staff Appreciation Week. Rob suggested that we may want to delay until summer. If we do hold it during Staff Appreciation Week, he said Monday or Tuesday would be better days to hold it. Lori offered the suggestion to have staff bring a favorite family recipe or bring a dish from your ethnicity. This has worked well for OIT potlucks.
3. **Book Club:** Mo reported high participation (over 50). She said they decided to push back the first lunch to early May as some had just received their books.
4. **Diploma Ceremony:** There are enough volunteers for this event.
5. **Inside/Outside Award:** Nominating time frame is deliberately short (a week). The nominations must be regular staff.
6. **Summer Temps:** Rob reported great difficulty in finding 9-10 month staff who are willing to temp during the summer. Most have adjusted to the summers off and don't want to give them up.
7. **HR training classes:** Lori reminded us that the new menu of summer training classes is available.
8. **Service Recognition Dinner:** Rob needs a list of all those celebrating special service anniversaries. The dinner is held the Monday after graduation.
9. **Fidelity:** Lori explained there will be individual meetings available in the fall with Fidelity to discuss pension options. There are staff who were exempt who will need this information.
10. **Breast Cancer Raffle:** Brenda was very impressed by the items on OIT's Relay for Life raffle. Also, we need to look into getting ours advertised on Week @ ND.
11. **Summer Road Trip:** Rob would like to do this. A couple of ideas were brainstormed a day at Shishewana, or the zoo (Binder Park Zoo, Kalamazoo, MI.).
12. **Short-term Disability Committee:** Mo needs additional members for this committee. It is important for new employees who may not yet have enough sick-time banked when an illness or injury is suffered. At this point, this is being examined for the non-exempt employees. It is already available to the exempt employees. Lori did remind us, that this is a starting point and adjustments could be made. HR is always looking at benefits.

**Meeting adjourned at 10:28 am.**