

**SAS Meeting Minutes for 3/4/2015**  
**9:00-10:30 am; 119 O'Shaughnessy**

**Attending:** Eileen Barany, Kelli Brown, Laurie Mastic, Darlene Nowakowski, Marie Revak, Maribel Rodriguez, and Rhonda Singleton

**Absent:** Terri Sweeney

**Guests:** Mo Marnocha and Lori Maurer

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

**Regular Business:**

**1. Survey Staff Hours (discussion as it occurred)**

- A. Investigating changing hours to 8-4:30 with a half-hour lunch as the norm. During high traffic times stay until 5 pm with an hour lunch. If you have a special lunch, or choose to take an hour lunch, stay until 5pm.
- B. Multiple person offices should rotate to remain open during the lunch hour.
- C. If the DUS or DGS is there, why should the admin be required to stay until 5? If DUS or DGS is gone, then the admin should be there.
- D. Survey the DUS/DGS "Would you find it inconvenient for the office to not be staffed from 4:30-5?" This was changed to positive wording: "Would it be acceptable for the office to not be staffed from 4:30-5?"
- E. We felt asking the directors and chairs directly would be better than surveying the admins. Don't want to get hopes up and then have a let down if it doesn't occur.
- F. Should Rob email the chairs and directors? Would they be more likely to answer his inquiry?
- G. Asking specifically for the hours of 8-4:30 with 30 minute lunch OR 8-5 with hour lunch.
- H. Issues: Walking through buildings which lock at or before 5pm. Traffic that backs up with the entire campus leaving at 5pm

**2. Summer Tour**

- A. Rhonda contacted Potato Creek about the summer tour. They raised the issue of conflicting with the school kids who come at the end of the school year. She then contacted Tabor Hill who charge \$9 for their 30-minute tour. She reported that the lunch menu was extremely pricey. We would want to look into either a Michigan winery tour – going to multiple wineries or going to Love Creek to hike and picnic.
- B. Kelli talked with John Nelson from Transportation about renting a van. He said that the 15-passenger vans are not available to be rented by students, staff, or faculty. The 7-passenger vans are available for \$55/day. If more are needed, contact Enterprise.
- C. Marie reported that Famous Dave's will deliver. The cost is under \$9 per person with a 35 person minimum. She will check on vegetarian options.
- D. The group brainstormed other ideas – South Bend Cubs (no daytime games except on weekends), Fernwood Botanical Gardens (nice, but small).
- E. St. Pat's Park was discussed. Rhonda will check into renting a pavilion, hiking, and canoeing costs.

**3. Hands-Free Restroom Status**

- A. In October, it was reported to us by Kathy Knoll that the Hands-Free handles were ordered for the restrooms in O'Shaughnessy. We have not heard anything further and they have yet to be installed.
- B. Darlene met with Matthew Fulcher to inquire on the status. Matthew stated that the ones that were ordered were too large for our doors. There was concern of injury from use. The kick plates can only be used on metal doors and the O'Shaughnessy doors are wood. Darlene asked about switching the doors to swing out instead of in and was

told that was not possible for safety reasons (although with the “foyer” as there used to be 2 doors the door would not swing into the hallway). As a stopgap, could there be a hand sanitizer stand be placed immediately outside the door? When forced to use the handle, you could immediately get hand sanitizer. Darlene will continue the conversation with Matthew.

#### 4. Pot Luck

- A. Eileen was planning on ordering Martin’s chicken and a dish of mac and cheese (for vegetarians). They do not deliver, so she would have to go pick it up. During the discussion, Jimmy John’s was brought up. They would provide trays of sandwiches (both meat and meatless) with all the condiments. They deliver and take a FOAPAL. We decided to use Jimmy John’s instead.
- B. Drinks – do we need to order or will the Dean’s office take care of them?

#### 5. Other

We discussed the Staff Administration Meeting. We talked about being asked or being demanded to work overtime, using personal phone for ND business. These seem to be HR issues.

### Dean’s Office and HR Updates with Mo and Lori

#### 1. Survey

- A. Mo emphasized that this should come from SAS not Rob. She would anticipate a better response rate to our inquiry.
- B. We should contact the Chairs and Directors (Mo can get us an accurate list to email) to survey about their openness to have the office hours 8-4:30.
- C. Based on their response we would then survey ALSEC about the amount of student walk-ins and phone calls which occur between 4:30 and 5. What is the rate and what are their needs? We would want them to keep track for 2-4 weeks.
- D. Rhonda suggest that instead of a mandated time change to offer flextime. This would prevent getting the Provost involved as it would be handled at the individual department level with offices remaining open the entire 8-5 period. There could be various options:
  - 8-4:30 with 30 minute lunch
  - 8:30-5 with 30 minute lunch
  - 8-5 with hour lunch
- E. For a one-person office – group together with a larger office or multiple one person offices on the same floor to cover. Post a sign to go to a different office for general questions or come back when admin returns for department-specific questions.
- F. We need to vet the coverage logistics here first, then have a special meeting for all staff. There would need to be a back-up plan if someone is sick the day/week that they are to cover. We need to come up with a plan that accounts for all departments and buildings. Kathy Knoll would be able to give us a list of all Arts and Letters buildings. Eileen still has the list from the website.
- G. Plan on a meeting the week after Spring Break (*March 18 – Follow up meeting in 116 Haggar Hall*)

- 2. Lori stated that HR will be creating an FAQ for issues that were brought up in the Staff Administration Meeting: working from home, managing expectations, defining expectations, and approval of overtime. Mo emphasized that there is no difference between salaried and hourly when it comes to overtime – the differences are seen only in exempt vs non-exempt.

**Meeting adjourned at 11:03 am.**

Minutes respectfully submitted by Laurie Mastic 3/9/15