

SAS Meeting Minutes for September 17, 2015
9:00-10:30 am; 119 O'Shaughnessy

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

Guests: Rob Becht, Mo Marnocha, Sandra Garcia

Meeting called to order at 9:05 am

Public Forum:

A confidential issue was brought forward. We listened, offered support, and advice about who to contact with committee members offering to go with the person if they needed additional support.

Minutes:

1. All outstanding minutes are approved. They may now be posted to the SAS website.
2. Follow through from previous minutes:
 - a. The Summer Trip went well. All were disappointed that Famous Dave's went out of business as we were pleased with the service and food. Eileen commented that her department had hired them and used them for an event right before they closed. Marie's department was notified days before her event that they were closed. She switched to Jawarski's and was pleased. Darlene also had to find someone for her event and had Between the Buns cater. She was pleased with them.

Regular Business:

1. Fundraiser

- a. Anne Kolaczyk (OIT) was contacted by Eileen to present to the Staff Admin meeting in December. She has been the organizer and driving force behind the fundraisers OIT leads. She will be able to advise us on how to organize ours better. Contact her at 631-8679 or akolaczy@nd.edu to be included in her fundraising listserv.
- b. An Arts and Letters fundraising committee will be formed (not part of SAS) and will work with Anne.
- c. The Career Center takes new or gently used suits, ties, scarves, accessories, and shoes to offer "professional clothing to students who are in need of appropriate interview attire". To donate, please contact Sarah Himschoot (631-9915) or shimscho@nd.edu.
- d. The Mammogram fundraiser for United Health Services will be held during the month of October.
- e. SAS will take time to evaluate other organizations and the possibility of a spring fundraiser.

2. Fall Tour

It was decided to take the Walking Architectural Tour of South Bend. We will start out at Chicory Café for a coffee and treat courtesy of the Dean's Office and then take the tour. It will take 90 minutes. There are city buses that run from the Library Circle and the Main Circle (by Morris Inn) to downtown for \$1. (*Note: we were later informed that you may ride the bus for free with an ND Id.) The DTSB Parking Garage on Main and Colfax does offer 2 hours of free parking. <https://downtownsouthbend.com/parking-and-maps>.

We decided that we would schedule the tour for Wednesday, October 21 with a rain date of Thursday, October 22. We will meet at Chicory Café (105 E Jefferson Blvd) at 9:30 am. The tour will start at the American Trust Co. clock at the corner of Washington and Michigan streets.

3. SAS Committee for 2016

Darlene, Eileen, and Kelli announced that they would be stepping down from the committee at the end of the year. A few names were suggested as replacements.

January Workshop

- a. Kelli mentioned the work she had done on trying to find a comedian for the Christmas party. She asked for a recommendation from FTT. They offered a name, however in her discussion with him found the amount he wanted to charge is prohibitive. This may be an option for the January workshop.
- b. We affirmed that we will not return to the “work” style of the January Workshop. There has been a lot of positive feedback on the “bettering yourself” style.
- c. Some ideas that were brought up include: a cooking demonstration or healthy eating (Farm to Table, ND Chef, Victorian Panty, Martin’s, and Whole Foods) and the ‘Cake Lady” with desserts. Rhonda will begin making calls. We would rather use local companies and people.

Dean’s Office and HR Updates with Rob, Mo, and Sandra

1. Sandra Garcia was introduced as our new Arts and Letters HR contact.
2. The details of the Fall Tour were shared. Rob agreed to have the Dean’s office pay for the event.
3. Mo mentioned the format of the fundraiser will be the same this year. If anyone wants to utilize the Great Hall for an event, please contact Mo. There was little interest in the tailgater last year.
4. After Kelli reported on the comedian, it was suggested that FTT be asked about a group or student in the program to do improv.
5. The new Health Insurance plans were discussed. We were encouraged to attend the information session.
6. Town Hall Meetings – every staff member should be able to go.
7. Mo is working on a new book for the Book Club. She is interested in “It’s the Pictures That Got Small” by Christine Becker (FTT) about early Hollywood. She wants to read through it some before agreeing to it.
8. Rob reported the Engineering College is setting up their own SAS committee. They would like to sit in on one of our committee meetings. They are basing their group on ours.

Meeting adjourned at 10:32 am.

Minutes respectfully submitted by Laurie Mastic 9/25/15