

**SAS Meeting Minutes for November 19, 2015**  
**9:00-10:30 am; 119 O'Shaughnessy**

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

**Absent:** Maribel Rodriguez

**Guests:** Rob Becht and Mo Marnocha

**Meeting called to order at 9:15am**

**Regular Business:**

1. Committee Openings – Kelli Brown, Eileen Barany, and Darlene Nowakowski have completed their terms. With 5 members returning, we can add up to 5 additional members. Five Staff members have expressed interest and self-nominated: Amanda Sarratore, Morgan Lee, Lisa Gallagher, Wendy Wolfe, and Cheryl Lee. Multiple people in the same department are fine as long as the department approves it. Members will begin at the January meeting. Eileen and Darlene will attend to turn over their notes to the newly elected officers.
2. Christmas Luncheon-The DJ who Darlene contacted does not do Karaoke. Noelle can provide singers of Christmas songs if we want them.
3. January Workshop
  - a. Thursday, January 7 – start at 8:30 am; lunch at noon
  - b. Need to schedule the lunch in North Dining Hall. Terri will contact Maribel to see who she contacted last year.
  - c. Presenters scheduled included: Victorian Pantry, Rec Sports, Natural Family Health Chiropractic (massage therapist and essential oils). Rhonda was unable to get yoga, but will contact Solace to see if they would come.
  - d. Rhonda, Terri, Marie, and Kelli will work on door prizes. If we want to use the painted glasses there are 3 pairs of pilsners, 2 pairs of wine, and 1 single wine.
4. Other
  - a. SAS clothes are still available on website. \$10 from every sale goes to the fundraiser. You can order anytime.
  - b. December 8 from 9-10am Meeting in Haggar Hall to finalize the January Workshop. Eileen will create a spreadsheet for RSVPs. Darlene will update while Eileen is on vacation.
  - c. Next regular meeting is December 16 from 9-10:30am.
  - d. New Employee Luncheons – SAS took 11 out of the 15 new employees out to lunch this past month. Of the remaining 4, 2 had schedule conflicts and 2 never responded. Some questions that were discussed: We get Christmas off, paid, without taking vacation. Employee discounts. Vacation is not to be used in the summer for 9 or 10 month employees. This came up from an employee who had accrued a lot of vacation through the years, but is new to A&L.

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

1. Committee Openings-Mo was concerned about multiple staff from the same office serving together. She asked that they check with their Department Chair to confirm this is acceptable.
2. Christmas Luncheon-Trisha Parks, premier violinist or Michael Driscoll with South Bend Chamber Music.
3. December 3 A&L Staff Meeting – Anne from OIT is coming to talk about fundraising year-round. Eileen will send the link to the OIT fundraising page.

4. Endeavor Goals – how are they arranged? Tried to put them in order by importance and the system scrambled them. There has been trouble sending forward. Attachments are not allowed, you must cut and paste. You must take an HR class, however system is not user-friendly, hard to get to open seats to enroll.
5. Canon Issues – still working through. Many of the problems are on Canon's end.
6. Rob emphasized that vacation is meant to be taken as a break from work. Non-12 month employees should not use during the summer.

**Meeting adjourned at 10:58 am.**

Minutes respectfully submitted by Laurie Mastic 12/4/15