

**SAS Meeting Minutes for December 16, 2015**  
**9:00-10:30 am; 100 O'Shaughnessy**

**Attending:** Eileen Barany, Kelli Brown, Laurie Mastic, Darlene Nowakowski, Maribel Rodriguez, and Terri Sweeney

**Absent:** Marie Revak and Rhonda Singleton

**Guests:** Rob Becht and Mo Marnocha

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

**Regular Business:**

**1. New Committee members**

Amanda Sarratore (ALCO), Morgan Lee (History), Lisa Gallagher (History), Wendy Wolfe (Glynn Family Honors), and Cheryl Lee (Psychology)

New members should attend the January 19, 2016 meeting.

**2. January Workshop Update**

- a. Follow-up meeting planned for 1/6/15 at 119 Haggard Hall from 9-9:30 to discuss last minute details.
- b. Drawing prizes include 4 gift certificates for Copper Creek, Yesterday's will give a gift certificate but we don't have it yet, Morris Inn gift certificate for overnight stay, A&L Dean's Office is providing a brick.
- c. Laurie will bring all the remaining wine glasses and pilsners to be used for door prizes.
- d. Tickets for drawing – ask Linda or Mo
- e. RSVP due on Friday, December 18. Darlene will check on Monday, December 21 for final count.
- f. Terri and Rhonda will go to North Dining Hall on Monday for the set-up discussion.
- g. We decided that you do not have to be present to win. Pick up a ticket whenever you arrive.

**3. Discuss HR Website – Vacation policy**

There is a section on the HR website concerning employees who work fewer than 12 months. "Departments may require an employee working less than 12 months to use part of their vacation while the employee is not working".

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

1. Rob reminded all that Endeavor is working again and everyone should be on Step 3. When asked about adding attachments, he said that feature is available in Step 3 but not before.
2. When asked about the vacation policy, Rob commented there is a difference between Departmental policy and College policy. The College discourages use of vacation days outside of normal working weeks because it is meant to be a break from work. Also it affects departmental budgets. The HR site is for all and this may reflect those departments who need staff on duty at all times.
3. Rob and Mo were pleased that the next SAS Committee is full with 10 members. Rob suggested considering holding some of our meetings in the History Conference room.
4. Mo told us that the South Bend Chamber Choir will be the entertainment at the Staff Christmas Luncheon.

**Meeting adjourned at 10:15 am.**

Minutes respectfully submitted by Laurie Mastic 1/15/16