

SAS Meeting Minutes for 3/8/17
9:00-10:30 am; 131 Decio Hall

Attending: Noelle Elliott, Pam Hutchings, Cheryl Lee, Laurie Mastic, Maribel Rodriguez, Rhonda Singleton, Terri Sweeney, Olivia Williamson

Absent: Marie Revak

Administration: Rob Becht, Mo Marnocha, Kim Patton

Meeting called to order at 9:00 am

Public Forum

- Laurie commented on there being two openings with the SAS Committee. She will send an email to A & L staff and encourage anyone interested to contact her by Friday, March 24th.
- Sadly Pam Hutchings will be leaving the SAS Committee at the end of March. She has accepted a position with Allied Physicians.

Minutes

- The minutes of the previous meeting were approved with a few corrections.

Lunch and Learn

- The Committee received positive feedback from Dr. Jessica Payne's presentation on *The Neuroscience of Being Your Best Self*. Many felt the presentation was great and would have liked it to have been longer.
- Laurie offered to assist Cheryl by following up with Kate Gerry and Josh Weinhold on the details of Josh's *Social Media* presentation, scheduled for March 22nd. Olivia will design the poster with details of the event.
- Pam shared that Diana Placzowski from *Thrive!* will be the presenter at the April 6th Lunch and Learn.
- Laurie mentioned that Julie Logue's husband who is a veterinarian, would be interested in making a presentation. She commented that he would add a humorous approach to living with pets and relate to the group on the topic of "Why does my cat/dog do this?" The Committee agreed this would be a great opportunity to schedule in the Fall.

Spring Break Event

- Details of the Spring Event were discussed. A pizza lunch will be held from 12:00-1:00 pm in 119 O'Shaughnessy. Maribel offered to order salad and drinks. Following lunch will be a movie in DPAC starting at 1:30 pm, titled "Sing Street". Noelle sent an email to the staff regarding this event and included a sign-up sheet. To date, 30 people have signed up. As a treat, those attending will have an option of ordering popcorn and a drink or candy and a drink.
- On a side note, Laurie shared that for email notifications regarding events, include ALCO. If they're copied, they'll be available to assist with any technology needs.

Summer Event

- Pam presented information regarding Fernwood Botanical Gardens and Nature Preserve as a summer event activity. Fernwood would offer an opportunity for our group to hike through their nature preserve, walk through their gardens and participate in a craft workshop. Lunch would be included. All agreed this would be a great event. Pam shared that she's waiting on details

of the cost. Terri will look into Cardinal Bus for transportation costs. June 6th-9th and June 27th-30th are dates available at Fernwood. The Committee agreed that June 6th-9th dates would be our first choice.

Fall Break Event

- The Committee discussed options for the Fall Break event and was in favor of Mo's suggestion to coordinate an event through Lark Comedy Institute. This team building activity would involve comedy and improvisation. Terri offered to contact Carys Kresney at the Institute regarding details and her availability in the Fall.

Miscellaneous

- Laurie did a nice job of drafting guidelines for SAS members to share with new employees at the SAS/New Employee luncheons. Laurie also included the policies for Flextime, Christmas Break, UltraTime, as well as information regarding events at the College and how to report an incident to the SAS Committee.

Administration Updates

- Mo mentioned that Megan Synder was recently hired to take Kathy Fisher's position in the Dean's Office. She shared that further communication will be sent to the administrative staff as the College transitions from A & L listservs to Google Groups. Paul Drake from OIT will be conducting session workshops on Google Groups.
- Rob discussed briefly the results of the NDVoice survey. He commented on the challenges of determining the themes of concern and how to best address the responses to those concerns. He offered to give the SAS Committee access to the survey results and welcomed the Committee's feedback.
- Kim mentioned that Anna McKeever is Human Resource's Communication Program Manager. She also talked about an opportunity with Notre Dame's Learning at Work Academy. Through Ivy Tech, staff can earn an associate degree of *Applied Science in Business Administration*. Interested parties should contact HR.

Next Meeting is scheduled for Wednesday, 4/12 in Room 339 O'Shaughnessy Hall.

Meeting adjourned at 10:42 am.

Minutes submitted by Terri Sweeney on 3/13/17