

SAS Meeting Minutes for 5/10/17
9:00-10:30 am; 339 O'Shaughnessy Hall

Attending: Noelle Elliott, Leslie Lestinsky, Laurie Mastic, Jenny Petersen, Marie Revak, Terri Sweeney, Olivia Williamson

Absent: Maribel Rodriguez, Cheryl Lee, Rhonda Singleton

Administration: Rob Becht, Mo Marnocha, Kim Patton

Meeting called to order at 9:00 am

Public Forum

- The Committee welcomed Jenny Petersen to SAS. Jenny joins us from the Dean's Office.

Minutes

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

Lunch and Learn

- SAS sent a survey to the administrative staff concerning their interest level with the Lunch and Learns. Overall the results were positive. The majority of those who responded enjoyed the presentations and were in favor of continuing them in the coming year. One comment was made from a staff member whose lunch is scheduled from 1:00-2:00. Since the Lunch and Learns were held from 12:00-1:00, they inquired about alternating the times. Laurie offered to talk to Rob to see if he would send an email to the supervisors allowing staff to attend the Lunch and Learns.

Summer Event

- The final details of the summer event were discussed. The event will be held on June 6th. Those attending Fernwood Botanical Gardens and Nature Preserve have the option to board the bus at 12:30 in front of the Notre Dame Library. The bus group is schedule to return to campus at 4:30. Lunch will be served at 11:30. It was suggested that since the Great Hall is not available for lunch to check the availability of room 119 in O'Shaughnessy Hall or rooms at the Library. Jenny offered to look into the availability of room 119 and Marie offered to contact the Library. *Late Entry 5/19/17: Lunch will be served at Scholars' Lounge in the Library.*
- Noelle will send the Summer Event invitation. Olivia offered to design a Google doc to log the RSVPs. It was decided the invitation should be sent no later than May 12th. Final confirmation for this event will be on Friday, May 26th.

Trivia Night – Breast Cancer Fundraiser

- The Committee felt it wasn't too early to start planning for the SAS Trivia Night to be held this Fall. It was agreed that any Friday on September 22, October 6th or October 13th would be first preference. Marie offered to contact Little Flower Parish to reserve their gym. *Late Entry 5/16/17: Per Marie, space is reserved for Friday, October 13th, from 3:30-11:00 PM at Little Flower Parish.*

Fall Event

- Discussion was lead regarding the Fall Event for administrative staff. All were interested in having Dr. Carys Kresny, Adjunct Professor, to conduct a team building exercise titled *Actor'*

Troupe as the Fall Event. Terri offered to contact Dr. Kresny to confirm her availability for the week of October 16th (Fall Break).

Administration Updates

- Laurie shared with Rob the results from the Lunch and Learn survey and about the concern expressed by a staff member who stated they weren't able to attend the presentations because of their scheduled lunch hour. Laurie asked if Rob would consider sending an email to the supervisors allowing staff to attend. After consideration, Rob felt that with flex-time in place, staff should be able to adjust their hours to accommodate being away from the office. Rob added that he would be open to reviewing, on a case by case basis, any staff member who felt they weren't able to attend the Lunch and Learns.
- Rob spoke about Dean McGreevy's Opening Reception at the beginning of the next school year and encouraged all administrative staff to attend. He continued to say that this is a great opportunity to learn about updates in the College of Arts and Letters. As an action item, Rob and Mo will promote this Fall reception to the administrative staff.

Meeting adjourned at 10:30 am.

Minutes submitted by Terri Sweeney on 5/19/17