

SAS Meeting Minutes for 8/11/16
9:00-10:40 am; 339 O'Shaughnessy

Attending: Cheryl Lee, Laurie Mastic, Maribel Rodriguez, Rhonda Singleton, Terri Sweeney, Wendy Wolfe

Absent: Marie Revak

Guests: Rob Becht, Mo Marnocha

Meeting called to order at 9:00 am

Minutes

The minutes from the previous meeting of April 12th were approved by the committee members.

Open Positions

Two SAS Committee members, Amanda Sarratore and Lisa Gallagher have resigned. Amanda has taken a new position with OIT and Lisa's workload has increased, limiting her availability for SAS. There are three new SAS positions open including the position of Media Officer. Cheryl volunteered to be the interim Media Officer until a permanent replacement could be found. The Committee was in favor of Cheryl's new assignment. Cheryl will send an email to the Administrative staff welcoming interested parties and encouraging them to self-nominate if they would like to become part of SAS. For anyone interested, they should contact Laurie or email their nomination to alsas.nd.edu.

Lunch and Learn

Depending on Randy Yoho's schedule, the first Lunch and Learn, presenting *Zoom*, will be held either on September 20th or 21st. Rhonda will contact Randy for confirmation.

Late entry: Randy agreed to present *Zoom* on Tuesday, September 20th.

Miscellaneous

The SAS meetings for the Fall semester are scheduled for September 21st, October 19th, November 16th, and December 21st, in O'Shaughnessy Hall, room 339.

Administration Updates from Rob and Mo

As discussed in the last SAS meeting, Rob and Mo have scheduled an open forum (Town Hall meeting) on August 17th regarding the new HR policies. All administrative staff are invited along with Sandra Garcia from Human Resources.

Several committee members brought up issues involving students and student life and expressed the need for further training on how to best address extraordinary situations. Rob & Mo were open to additional training and offered to reach out to Human Resources.

Ideas were shared regarding the Fall Break event for the administrative staff. It was agreed that this event would include a walking tour of the campus, led by a student guide and followed by pumpkin painting and apple cider refreshments. A trip to Fernwood Botanical Garden and Nature Preserve is strongly being considered for the Spring Break event.

Next SAS Meeting is scheduled for September 21st, at 9:00 AM in 339 O'Shaughnessy.

Meeting adjourned at 10:35 am.

Minutes submitted by Terri Sweeney 8/15/16