

SAS Meeting Minutes for 9/21/16
9:00-11:00 am; 339 O'Shaughnessy

Attending: Noelle Elliott, Pam Hutchings, Cheryl Lee, Laurie Mastic, Marie Revak, Maribel Rodriguez, Rhonda Singleton, Terri Sweeney, Wendy Wolfe

Absent: Olivia Williamson

Guests: Dave Mastic

Administration: Rob Becht, Mo Marnocha, Sandra Garcia, Kim Patton

Meeting called to order at 9:00 am

Public Form

Laurie handed out an updated SAS Committee list and introduced the new Committee members, Noelle Elliott and Pam Hutchings. Olivia Williamson was unable to attend.

Minutes

The minutes of the previous meeting were approved with minor changes. There was a confidential issue discussed.

Updates

Sandra introduced Kim Patton as the College of Arts and Letters' new Human Resources Consultant.

Feedback from the first Lunch and Learn with Randy Yoho was positive. Sixteen staff attended Randy's helpful presentation on *Zoom*. The next Lunch and Learn is scheduled for October on the topic of "What Going On This Election Cycle". Tentatively scheduled for this presentation is Matt Hall from the Political Science Department. Cheryl will follow up with Matt to confirm the date.

It was brought up at the last meeting on how to best address issues with students and student life. Laurie shared brochures from Care Consultants, a division of Student Affairs whose focus is on student health and well-being. The brochure included many resources (i.e. *Warm Line*) available to help students in distress as well as a guide for faculty, staff and administrators who may have concerns about a student.

It was agreed that the Fall break event would include a walking tour of the campus with refreshments following. The event is scheduled for the week of Oct 17th. It was suggested that the tour include a sneak preview of the new stadium press box. Marie offered to look into getting stadium access and Wendy offered to coordinate the refreshments.

Late Entry: Wendy received confirmation from Rob to order the following refreshments: hot apple cider, apple slices with caramel dip, popcorn and cookies with and without nuts.

Trivia Night

As part of the Breast Cancer Awareness fundraiser, it was suggested by Jo Ann Norris to host a trivia night and make it a competition against the Engineering Department. DPAC is available October 7th but the committee thought to push back to later date (possibly Thursday, October 27th) for more time to organize the event. Attendees would be charge \$10 each and they could bring their own food. A cash bar would be available. A & L Communications could print flyers to help promote the event. It

was suggested that Gary Sieber be contacted as the emcee. Cheryl Lee also volunteered to co-emcee the event. If DPAC is not available for the later date, Sandra Garcia offered to see if space is available at McKenna Hall.

Lynda.com Licenses

Dave Mastic, ALCO, shared that the College approved to purchase 50 licenses from Lynda.com, an online training program. This offering would be for staff only and the licenses would be assigned to a specific net ID. Staff personnel would have an opportunity to access this program twice within the contractual twelve months. The current contract with Lynda.com is up for renewal on June 30, 2017. The role of the SAS Committee would be to determine how the licenses are distributed and for what time period. Dave and his team would be responsible for activating and inactivating the net IDs. Details to follow on implementing this program but it was agreed that SAS would present this information at the next Administrative staff meeting.

Administration Updates from Rob and Mo

Laurie suggested to Rob and Mo to invite Care Consultants to an upcoming Administrative staff meeting. They were in agreement and Mo will see if Care Consultants are available for the November staff meeting.

Mo will follow up with Dr. Robert Schmuhl concerning the next book club read. His book, *Fifty Years with Father Hesburgh*, focuses on Fr. Hesburgh's service as president of Notre Dame.

Next SAS Meeting is scheduled for November 16th, at 9:00 AM in 339 O'Shaughnessy Hall.

Meeting adjourned at 11:00 am.

Minutes submitted by Terri Sweeney on 9/22/16