

SAS Meeting Minutes for 10/13/16
9:00-11:00 am; 339 O'Shaughnessy

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

Absent: Noelle Elliott

Administration: Rob Becht, Mo Marnocha, Kim Patton

Meeting called to order at 9:00 am

Public Form

Laurie introduced one of the new SAS member, Olivia Williamson from the Art and Design Department.

Minutes

The minutes of the previous meeting were approved.

Lunch and Learn

Discussion was led by the next Lunch and Learn speaker to be scheduled in November. Rhonda shared that Jessica Payne would be interested in a *Sleep* presentation to be given in the second semester. Pam suggested a presentation from *Thrive*, a new organization for inspiring ND Women. Their aim is to foster an environment that increases opportunities for women to be recruited, retained and advanced as leaders at the University. Other suggestions offered included presentations on Social Media and Endeavor. Committee members will work to coordinate the presentations for November, February (*Sleep?*), March (*Social Media?*) and April (*Thrive?*).

Olivia offered to design the posters announcing the Lunch and Learn speakers...thank you Olivia!

Laurie shared that she will send a thank you note to Randy Yoho for presenting on *Zoom*. It was agreed that going forward, SAS would send thank you notes to all Lunch and Learn speakers as a best practice. Laurie said she would look into including a small gift or sweet treat.

Lynda.com Licenses

Laurie composed a draft of the policy for Lynda.com licenses and input was given by the staff members. To formalize the policy, Pam and Marie volunteered to make the revisions. The final proposal will be sent to SAS members and to Dave Mastic, ALCO for approval. Once approved, it will be shared with the administrative staff.

Fall Break Tour

The Fall Break Tour of the new Corbett East Press Box is scheduled for Wednesday, October 19th with the first tour starting at 9:00 am. Refreshments will follow in O'Shaughnessy Hall, room 119. Wendy, Pam and Maribel offered to set up the room and refreshments. An email will be sent to remind those who signed up as well as a reminder to notify SAS if they do not plan to attend. Laurie commented that this event generated an overwhelming response from the administrative staff with fourteen waitlisted.

Other

Noelle Elliot volunteered to take over the responsibilities of Media Officer. All were in agreement.

Maribel will schedule luncheons for the new hired staff once she receives the list from Mo.

Further discussions will be held at the next meeting to determine plans for the January workshop.

Administration Updates from Rob and Mo

Rob encouraged the SAS committee to complete their ND Voice survey and to encourage co-workers to do so as well. He also mentioned Human Resources' upcoming *Faculty/Staff Benefits & Wellness Fair* that is scheduled next week, October 18th and 19th.

Rob mentioned there are several administrative staff positions opened in the College of Arts and Letters which hopes to have filled in the coming months.

Mo solicited feedback from the new SPF and Promotion/Tenure training packets. SAS was not aware of any major complaints.

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

Meeting adjourned at 11:40 am.

Minutes submitted by Terri Sweeney on 10/14/16