

SAS Meeting Minutes for 9/20/17
9:00-10:30 am; 339 O'Shaughnessy Hall

Attending: Cheryl Lee, Leslie Lestinsky, Laurie Mastic, Jenny Petersen, Marie Revak, Maribel Rodriguez, Rhonda Singleton, Terri Sweeney, Olivia Williamson

Absent: Noelle Elliott

Administration: Mo Marnocha, Kim Patton

Meeting called to order at 9:00 am

Public Forum

- There was a brief discussion concerning Michelle LaCourt who will be the new College of Arts and Letters' Sr. Director of Finance and Administration.

Minutes

- The minutes of the previous meeting were approved as read.

Lunch and Learn

- Leslie confirmed that Mitch from Unity Gardens would present at the Lunch and Learn on Wednesday, September 20th.
- Olivia shared that Marcia Stevenson from the Hesburgh Library will present at the Lunch and Learn to be held on Wednesday, November 15th. We hope to learn more about services offered by the library (i.e. connecting with St. Joseph County Library; tips on how to better navigate through their website).
- Maribel commented that Lisa Boser from Human Resources will offer information on the Life Works Employee Assistance program. This Lunch and Learn is scheduled for the week of December 11th.

Event Planning

1. Trivia Night – Breast Cancer Fundraiser

- Space is reserved at Little Flower Church on Friday, October 13th from 3:30 -11:00 pm.
- Cheryl and Olivia are making their final revisions to the trivia questions.
- The committee is working to secure donations for the silent auction. Laurie will provide a Google Sheet to add the names of donors, donation items and dollar amounts.
- The Engineering department is interested in participating again in the trivia night.
- Christ the King School has volunteered their projector screen. Jenny offered to arrange to have it picked up.
- Laurie commented on the letter Mo sent from the College in support of soliciting donations. The letter provided acceptable language to use.
- Laurie shared that she has a list of comments from last year's trivia night including helpful hints to assist with this year's event.

2. Fall Event

- Terri confirmed Dr. Kresny's presentation for the SAS Fall Event, scheduled on Monday, 9/16, from 8:30-3:00 in McKenna Hall. Lunch will be provided.

- Terri shared that she and Cheryl will not be able to attend this event due to the Shaw Center's scheduled External Review on 9/16. Jenny and Maribel offer to assist with this event.

Other

- Olivia will check with Mo for an updated list of new employees.
- The suggestion was made to have a presentation on Qualtrics as a Lunch and Learn in January. Leslie offered to share her Qualtrics program if anyone was interested prior to the Lunch and Learn presentation.

Administration Updates

- Mo commented that Michelle LaCourt will officially start as the new Sr. Director of Finance and Administration for the College of Arts and Letters on September 25th.
- Mo agreed to post a list of new employees on a Google Sheet which should facilitate the Committee's ability to schedule for new employee luncheons.
- Kim shared that Open Enrollment for employees will begin on September 29th and flu shots are available now in the LaFortune Ball Room.

- **Meeting adjourned at 10:27 am.**

Minutes submitted by Terri Sweeney on 9/29/17