

**SAS Meeting Minutes for 3/7/18**  
**9:00-10:30 am; 339 O'Shaughnessy Hall**

**Attending:** Olivia Williamson, Christine Grandy, Kristine Alumbaugh, Cheryl Lee, Noelle Elliott, Tammy Kaczor, Kim Murray

**Administration:** Mo Marnocha, Michelle LaCourt, and Kim Patton

**Meeting called to order at 9:00 am**

**Public Forum**

- Emily Matz spoke with student Sophie Lillis, President of the KIND Club. The club will be able to pass out flyers and help us to promote a happiness wall/board on the International Day of Happiness, March 20 from 10:00am to 2:00pm in the Great Hall of O'Shaughnessy. Kim will send TheWeek@ND information regarding this event so it will be in the 3/19 issue.
  
- Emily will man the boards on the day of the event. Each committee member will be asked to donate from their department a few post-it pads and pens. Emily will purchase colorful butcher paper to attach to the boards that Jenny Peterson has found. Per Kim Patton we will need to contact Risk Management regarding animals being brought into the Great Hall.
  
- Is it possible to send event information via email to all students?

**Minutes**

The minutes of the previous meeting were approved.

**Lunch and Learns**

The following Lunch and Learns have been scheduled:

- **April** - Qualtrics with a very enthusiastic Marty Klubeck - Cheryl will be working on a specific date.
- **September** - ND Discounts Open Discussion - This will be a bit of a brainstorming session to gather information regarding discounts offered to Notre Dame employees. Promote with the headline "Do you want to save money?" Discussion to include departmental Amazon Prime accounts for \$50/year and includes free shipping. Kim Patton recommended contacting Julie Boser in HR for information. Jessica will kindly take notes from the Lunch and Learn to share with others. Olivia will start a Google doc soon to get the ideas flowing for the September meeting.
- **October** - Generational Interactions via HR moved to October
- **November** - Therapeutic Indulgence with essential oils and possible shoulder massage? Olivia will be contacting them to gather information.

**Staff Events**

- Spring Break Event: We are all set for our viewing of The Post. Olivia will check on the RSVP numbers and let us know. We are all looking forward to a relaxing afternoon with a good movie!
- Summer Staff Event: Volunteering at Unity Gardens - Kim will speak with Sarah Stewart regarding the date and other details of the day. Martins Deli catering was decided on for lunch. Kim will nail down a date, find out how many they will be able to accomodate, get the details about a lunch space (including tables and chairs),and ask about a cooking class.

### **Other**

- The volunteer list is growing. Please add to it if you know of a volunteer opportunity.
- Christine Grandy had a request for a printed staff/faculty directory with photos as they have in years past. Such a directory does exist online per an email sent by Mo Marnocha recently. Olivia will resend link to everybody.

### **Administration Updates**

Mo Marnocha

- Departmental admins are the administrators of the Google Group lists.
- Sarah Mustillo is the new College of Arts and Letters dean. She will officially begin her new position on July1.
- There will be a going away party for Dean McGreevy on May 8. Details to come.
- The dean's office is looking for volunteers to help at the diploma ceremony on Sunday, May 20.

Kim Patton

- A random sample of employees will be receiving the "Best College to Work For" survey. If you receive it, please take the time to fill it out.
- HR is still looking for Presidential Award nominees. The deadline has been extended to March 12.

Meeting adjourned at 10:30 am.

**The next meeting is scheduled for April 18, 2018 at 9:00 am. The location is TBD.**

Minutes submitted by Kim Murray on 3/8/18