

SAS Meeting Minutes for 8/16/17
9:00-10:30 am; 339 O'Shaughnessy Hall

Attending: Noelle Elliott, Cheryl Lee, Leslie Lestinsky, Laurie Mastic, Maribel Rodriguez, Rhonda Singleton, Terri Sweeney, Olivia Williamson

Absent: Jenny Petersen, Marie Revak

Administration: Mo Marnocha, Kim Patton

Meeting called to order at 9:00 am

Public Forum

- Laurie commented on the interviewing process for Rob Becht's replacement and said to date Dean McGreevy has not reached a decision on who the new hirer will be.
- Maribel suggested whoever Rob's replacement is that SAS could introduce them at a Lunch and Learn, giving staff an opportunity to get to know them.

Minutes

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

Lunch and Learn

- Laurie shared as a result of health related issues, Julie Logue's husband will not be able to present at a Fall Lunch and Learn session.
- Discussion was led by future lunch and learn topics. Suggestions offered by other administrative staff included the following topics:
 - Environmental stewardship/groundskeeping
 - Mini version of popular OIT courses
 - Library services offered to staff
 - Childcare/eldercare
 - Baby boomers, GenX, GenY, GenZ working together
 - Benefits/wellness.
- It was decided based on the availability of the speaker and of room 119 in O'Shaughnessy Hall, the committee would schedule a presentation in September, November and December.
- Leslie volunteered to reach out to Landscape Services. Several interests included on what to plant in the Fall and how to make a positive impact on environment. The committee agreed to schedule a presentation in September and felt a Spring presentation from Landscape Services would be also beneficial.
- Olivia offered to follow up with the Hesburgh Library to learn more about services offered to the staff (i.e. connecting with St. Joseph County Library; tips on how to better navigate through their website) and to schedule a presentation in November.
Late entry 8/17/17: Olivia shared that Marsha Stevenson from the Hesburgh Library has agreed to present at our November Lunch and Learn scheduled for the week of 13th.
- Maribel agreed to look into a presenter to speak on work/life balance and also on the Life Works Employee Assistance program for December's Lunch and Learn.

Event Planning

1. **Trivia Night – Breast Cancer Fundraiser**

- Marie was able to reserve space at Little Flower Parish on Friday, October 13th from 3:30 -11:00 pm for the SAS trivia night.
- Cheryl offered to be the Emcee. She and Olivia have compiled a list of questions for the event.
- Laurie mentioned there is a list of donations from the previous year located on Google Sheet. An effort will be made by all to solicit donations for the silent auction.
- Mo suggested extending an invitation to the Engineering department to see if their group would be interested in attending. She also suggested advertising this event in ND Works and through the Office of Communications. The committee was in agreement to place posters throughout the campus to advertise this event.
- Terri will follow up with AAYs Rentals for a projector screen.
- A question came up regarding the appropriate wording for promoting the trivia night. Mo said she will forward the acceptable language to Laurie.

2. Fall Event

- Terri confirmed that Dr. Carys Kresny will be able to present the *Actor's Troupe* workshop for the SAS Fall Event. Tentatively this event is scheduled for Monday, October 16th or Tuesday, October 17th. Terri will confirm with Dr. Kresny on the date and look into the availability of space in McKenna Hall.

3. Winter Workshop

- It was decided the Winter Workshop theme would be based on how we are hooked on our cell phones and how to disconnect from them. The workshop is in the planning stages with few details but the platform would encompass a brief presentation on cell phones and the dangers they impose. As part of the workshop, emphasis would be placed on reconnecting with one another without having access to our cell phones. Suggestions included incorporating breakout sessions where staff could engage one on one playing board games or card games. Further discussion will be held at our next meeting.

Administration Updates

- Mo commented that a decision has not been reached as to who the replacement will be for Rob's position. She hoped that whoever the person is that they will be in place by the first staff administrative meeting in September.
- Kim shared the opportunity to apply for the Fred Freedman Staff Scholarship. It awards up to \$2,000 in educational expenses per semester to eligible Notre Dame non-exempt staff. The deadline to apply is August 31st.
- Kim reminded the group to schedule their free health screening before November 3rd, along with their spouse, in order to earn the maximum credit of \$276. Screenings can be scheduled at the Notre Dame Wellness Center, Memorial Hospital or Beacon Health and Fitness Centers.
 - Laurie commented that 9-10 month employees need to follow up to insure they receive this credit. Kim said she would look into a way to notify the 9-10 month employees.
- Lastly, Kim commented on the opportunity for non-exempt employees to explore the 403b options. Enrollment period is from September 7th through October 23th. For more information, she suggested contacting the Human Resources.

- **Meeting adjourned at 10:30 am.**

Minutes submitted by Terri Sweeney on 8/24/17