

## **SAS Meeting Minutes 11/5/20**

9:00 to 10:45 a.m. via Zoom

**Attending:** Kristine Alumbaugh, Becky Badger, Birgit Deymann, Noelle Elliott, Christine Grandy, Kelly Huth, Tammy Kaczor, Kim Murray, and Jenny Petersen

**Administration:** Allison Collins, Michelle LaCourt

**Meeting called to order at 9 a.m.**

### **Public Forum:**

None

Lynn McCormack informed us about SAC. Staff Advisory Council is a group of Notre Dame nonexempt employees that serve as a pipeline of information between the University administration and staff. There are no times in meetings for a public forum however there is an [online form](#) to fill out with concerns or you may email your [district representative](#) with concerns. They are currently working on rebuilding and restructuring. The committee does help with the University staff picnic and the University health fair. Their concern right now is how to reach staff. They have formed a communications and promotions committee for that purpose.

- How could we help each other? Contact Lynn with ideas.

### **Lunch and Learns:**

- January 13 - Brooke Ammerman, student mental health and well-being as associated with COVID
- February 17 or 18 - Jessica Payne, sleep and good mental health – Tammy to work out details with Jess
- March – spring garden exchange, seeds, houseplants, garden implements (books, tools, etc), reach out to Unity Gardens or St. Joseph County Purdue Extension to find out if they could attend and answer questions regarding plants, bugs, etc.
- April - ?
- Other ideas
  - Possible Lunch and Learn regarding event planning especially in this special academic year. Gather to share info, collaborate with resources, etc. There is communication going on at the chair level regarding this topic according to October minutes. Becky has found that reserving outdoor spaces is not being approved until January. Sharing spaces and costs might be a great option!

### **Events Planning:**

- Fall Break
  - Movie viewing event may still be an option at Duncan after November 20 mid-day. Becky is in touch with Ron Grisoli. Practice field was a no. Stadium field was yes but would have to be after 5 pm (thank you to Michelle for collaboration on this). CONCLUSION: No movie night as logistics for in-person events are almost impossible at this point.
  - Vouchers for holiday turkey, ham - Christine Grandy to check on vouchers, would dean's office help?, from Martins, alternative to meat option - NO per Michelle as it would be viewed as holiday spending. Also, Michelle would use dean's office budget if this purchase was possible.

- Gloves and socks collection? Focus on staff appreciation instead of holiday gift.
- Dessert tent event with pre-packaged desserts? Or a coffee social with hot chocolate, coffee, pastries. Similar to an open house event.
- Winter Break
  - Table all gatherings until further notice.

**Other:**

- Minutes from 10/1/20 were approved with no changes.
- Welcome to our new members Birgit Deymann and Paloma Garcia-Lopez!
- There were 8 Done Wells this time. Linda Brady was the winner of the McAlister's gift card drawing. Kristine will send Linda the gift card on behalf of SAS.
- Birgit - Some communications at the department level are going unanswered by those working remotely. As a result those working on campus have increased workflows with all of this unanswered correspondence. Is this prevalent in the College?
  - This was addressed in our staff survey. Address with supervisor first since this may be a leadership issue and/or office dynamics issue. If things do not change SAS can offer further help/advice. Birgit to update at the next meeting.
- We will have a vacancy in SAS because Noelle Elliot's service has ended. Send email to inform staff that there is a vacancy on the committee.

**Michelle and Allison:**

Please email Michelle with ideas for staff luncheon/appreciation/thank you ideas.

The next meeting will be **Thursday, December 3 at 9:00 a.m. via Zoom.**

Minutes submitted by Kim Murray 11/9/20.