

Minutes for SAS Meeting
Tuesday, August 17, 2010
8:30-9:30am

Attending: Pat Base, Greg Endicott, Beverly Holt, Lynn McCormack, Jessica Monokroussos, Claire Shely, Rhonda Singleton, and Jane Zusman

Excused: Jarett DeAngelis, Angie Schumacher

The meeting began with a discussion of election of officers. Election of officers for the upcoming year was determined by volunteers. It was unanimously agreed that Jessica Monokroussos would be president, Claire Shely would remain vice-president and Lynn McCormack would remain secretary. Jessica stated that she would email the latest versions of the SAS bylaws and Mission Statement to all members to assess for updates.

Discussion turned to creating a general plan of events for the 10-11 AY. Talk focused on a fall break potluck on Wednesday, October 20th, no fall tour, a winter break workshop on Thursday, January 6th, and a spring break tour. Claire Shely and Rhonda Singleton will assist in initial preparations for the fall potluck. Greg Endicott agreed to oversee the winter workshop and a request will be made for volunteers to assist with that event. More information will be forthcoming about all events as available.

Lynn McCormack gave an update for the Education Sub-Committee regarding the status of a potential One Note application class. There are 30 people within the College staff that are interested in taking an introductory course on One Note. The sub-committee has been waiting for funding approval from the Dean's Office to move forward with this course. In the interim, Lynn received an email from Sara Exum, who oversees OIT classes, letting her know that potentially OIT will have someone this fall semester who could teach the course and she will keep us updated about this possibility.

Claire Shely spoke about the "New Staff" luncheons that she coordinates as vice-president. There are four times a year that she schedules lunches for the new staff of the College in order to acquaint them with SAS, answer questions and offer advice as they begin their new roles in the College. As new staff start their positions, Claire also sends a welcome email with informative attachments. Claire requested volunteers to attend the two lunches planned on August 17 and 18 at Legends.

With no further business to discuss, the meeting was adjourned at 9:30.

Respectfully submitted,

Lynn McCormack
Secretary

Current SAS membership for 2010-11 includes:

Patricia Base (new member)	101 O'Shaughnessy	1-5730	base.1@nd.edu
Jarett DeAngelis (returning)	938 Flanner	1-0938	jdeange2@nd.edu
Greg Endicott (new member)	105 Crowley Hall	1-6211	gendicot@nd.edu
Beverly Holt (returning)	327 O'Shaughnessy	1-6886	holt.11@nd.edu
Lynn McCormack (returning)	356 O'Shaughnessy	1-4702	McCormack.12@nd.edu
Jessica Monokroussos (returning)	323 O'Shaughnessy	1-0481	monokroussos.2@nd.edu
Angie Schumacher (new member)	612 Flanner	1-0299	psprang@nd.edu
Claire Shely (returning)	834 Flanner	1-7459	cdettlin@nd.edu
Rhonda Singleton (returning)	114 Haggard	1-6650	singleton.12@nd.edu
Jane Zusman (returning)	Performing Arts Ctr	1-0633	janezusman@nd.edu