

SAS meeting Minutes
February 28, 2012
9:15-10:30 am; 131 Decio O'Shaughnessy

Agenda for 11/8 SAS meeting:

Attending: Kristal Chester, Lauren Fox, Lynn McCormack, Jessica Monokroussos, Susan Nugent, Teena Sexton, Teen Sexton, Michelle Thornton, Amy Williams

Excused: Pat Base, Carol Kraus, Claire Shely

New Members: Teena Sexton, Amy Williams

Resigning: Patricia Base

SAS requests a minimum of 2-year commitment to increase continuity and collective memory
Hope all stay on committee but if resigning, please inform Lynn via email by end of April. Request for self-nomination for new members is in early May.

Marketing SAS

- 1) **Creation of SAS Flyer:** Lynn McCormack & Jessica Monokroussos
Objective: To define what SAS is and does to be given to every staff member
Jessica Monokroussos will ask DCL Services to create a design
Lynn McCormack will gather the information for the Flyer
- 2) **Webpage & Blog:** Susan Nugent and Amy Williams
Have SAS contact information and links to meeting minutes
Blog: Staff may add information or ask for information
- 3) **SAS Week (Week of Administrative Assistant Day-Wed April 25)**
5 days of raffle items
Pizza/Sandwich Lunch on Wednesday in the Great Hall

Executive Committee Meeting: Lynn check on date with Cindy Swonger
(consists of Dean, Assoc. Deans, Marie Blakey, Mari De Pasquale)

Possibilities to talk about is our redevelopment of SAS

Marketing, exposure, what direction are we beginning to take w/ SAS

What it's like to be staff (working with faculty administrators) and what kinds of issues do we have/face

Career development

Staff vs faculty Chair

Accountability issues

Mo and I met around November with some staff from the Business College. They're looking to hold staff meetings, team building events, and possibly a SAS-type committee

They want to do an A&L vs COBA contest for Race to Raise the Most in October

Current SAS membership for 2011-12 includes:

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Kristal Chester	219 O'Shaughnessy	1-7266	kchester@nd.edu
Lauren Fox	130 Malloy	1-7811	lfox3@nd.edu
Carol Kraus	121 Malloy	1-5732	ckraus@nd.edu
Lynn McCormack	356 O'Shaughnessy	1-4702	mccormack.12@nd.edu
Jessica Monokroussos	323 O'Shaughnessy	1-0481	jmonokro@nd.edu
Susan Nugent	104 O'Shaughnessy	1-9468	snugent@nd.edu
Teena Sexton	329 DeBartolo	1-5881	sexton.25@nd.edu
Claire Shely	834 Flanner	1-7459	cdettlin@nd.edu
Michelle Thornton	612 Flanner	1-6433	mthornt2@nd.edu
Amy Williams	101 O'Shaughnessy	1-1135	awilli27@nd.edu