

SAS Meeting Minutes
June 27, 2012
9:00-10:00 am; 339 O'Shaughnessy

Attending Lynn McCormack, Jessica Monokroussos, Teen Sexton, Claire Shely, Michelle Thornton, Amy Williams

Excused Kristal Chester

- 1) SAS Website is being designed by ND Agency, with guidance from the Office of Communications. Amy Williams has volunteered to be the webmaster for the website. We want to have the website live before the start of the 12-13 AY.

Contents planned for site:

1. About
 - a. Mission Statement
 - b. Bylaws
 - c. History
 - d. Future Direction
 2. Quick Reference Section
 - a. What staff need to know
 - b. Issues
 - c. How to do various tasks
 - d. Where to get information
 3. Events
 - a. Upcoming
 - b. Past
 - c. Pictures from events
 4. SAS Committee Minutes
 - a. By Date
 5. Committee Contact
 - a. By Name & Photo
- 2) SAS Best Practices Blog
Staff will be able to input their best practice so all staff may utilize them, or ask how to do tasks and staff can comment with their best practices, so that various staff around the College are not having to reinvent how to do the same tasks.
 - 3) Starting July1 SAS will be sending birthday cards to staff members
Jessica Monokroussos will coordinate and distribute them
 - 4) SAS flyer will be emailed to all staff by Friday June 29 by Lynn McCormack
 - 5) Recruiting new members Lynn McCormack will send an email asking for self-nomination on Monday July 2. Self-nominations will be due by July 9. There will be

three positions open. If more self-nominations received than positions, a staff election will have to be held.

6) New Hire Lunch July 12 and/or 16

Clare Shely will contact them

New Hires:

Vivian Zhao Cao, Records Processor, Psychology

Kathy M Knoll, Facilities Coordinator, Dean's Offc-Coll. of Arts & Letters

Jennifer Smith, Administrative Assistant, Constitutional Studies/Tocqueville

Alayna Christina Calabro, Project Assistant, Psychology

Grant Mudge, Shakespeare Program Director, Shakespeare at Notre Dame

Brenda L Teshka, Sr Administrative Assistant, Office of A&L Undergrad Study

Upcoming

Summer movie discussed trying to schedule for Thursday August 2

Preliminary discussion of winter workshop

Current SAS membership for 2011-12 includes

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Kristal Chester	219 O'Shaughnessy	1-7266	kchester@nd.edu
Lynn McCormack	356 O'Shaughnessy	1-4702	mccormack.12@nd.edu
Jessica Monokroussos	323 O'Shaughnessy	1-0481	jmonokro@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