

SAS meeting Minutes
November 8, 2011
9:40-10:25 am; 339 O'Shaughnessy

Agenda for 11/8 SAS meeting:

Attending: Pat Base, Kristal Chester, Lauren Fox, Carol Kraus, Lynn McCormack, Jessica Monokroussos, Claire Shely, Michelle Thornton

Excused: Susan Nugent

Resigned: Grace Wenk

1) Potluck

Wednesday, November 23, 2011

11:45 – 1:15

119 O'Shaughnessy Hall

Coordinator: Claire Shely

Decorations: Patricia Base, Kristal Chester, Lynn McCormack, Michelle Thornton

Drinks/Paper goods: Michelle Thornton to coordinate with dean's office

Door Prizes: Lauren Fox

About 25 people have signed up. Clair will email the staff again around November 14

2) January Workshop

Day TBA

LaFortune Notre Dame Room

Session 1: 9:00 – 12:00

Lunch: 12:00 – 1:00 (LaFortune Ballroom)

Session 2: 1:30-4:30

Coordinator: Carol Kraus

Committee: Catherine Robertson, Lauren Fox, Michelle Thornton, Teena Sexton?

3) Welcome Orientation Packet

Coordinator: Lauren Fox

Update the Staff Quick Reference Guide and add a link in the Arts & Letter Dean's website.

Create a welcome folder with how to get started information, who to contact for permissions and training.

Email Lauren Fox (lfox3@nd.edu) with ideas of what the packet should include

4) Staff Blog (future discussion)

Coordinator: Susan Nugent

Current SAS membership for 2011-12 includes:

Patricia Base	101 O'Shaughnessy	1-5730	base.1@nd.edu
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
Claire Shely	834 Flanner	1-7459	cdettlin@nd.edu
Michelle Thornton	318 O'Shaughnessy	1-5572	mthorn2@nd.edu