

SAS meeting Minutes
October 6, 2011
8:30-9:42 am; 339 O'Shaughnessy

Agenda for 10/6 SAS meeting:

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

Excused: Grace Wenk

- 1) New Members:
 - Kristal Chester
 - Lauren Fox
 - Michelle Thornton

- 2) Review of SAS mission statement and bylaws
 - a) Reevaluate SAS
 - 1) Support role
 - 2) Leadership role
 - 3) Training/Teambuilding

 - b) SAS may want to:
 - 1) Have an annual meeting with Dean McGreevy
 - 2) Have a discussion "panel" at a Deans & Chairs meeting
 - 3) Meet with the College Executive Committee to present and/or discuss staff issues

 - c) Start a SAS blog (Susan Nugent has volunteered)

 - d) Create a Welcome packet for new staff to include the Quick Reference Guide along with new information.

- 3) Fall break tour — Cemetery
Wednesday, October 19, 2011 9:00 am; meet at Bookstore to get a beverage provided by the Dean's office and walk over for 10:00 AM tour.

- 4) Potluck, tentative for Wednesday, Nov 23 119 O'Shag
Claire Shely will create flyer and sign-up sheets for the November staff meeting
Patricia Base will set/decorate 119 O'Shag

- 5) January Workshop: Carol Kraus has volunteered to be the committee chair. Lauren Fox and Michelle Thornton have volunteered. A request for volunteers will be sent via email.

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
Grace Wenk	501 Hill St, Rm 123	1-3791	gwenk@nd.edu