

SAS Meeting Minutes
October 29, 2012
9:00-10:00 am; 339 O'Shaughnessy

Attending: Judy Benchaar, Nell Collins, Lynn McCormack, Jessica Monokroussos, Teena Sexton, Brenda Teshka, Michelle Thornton, Amy Williams

Guest: Rob Becht

Workshop

Amy reported that she is still waiting to hear back from a speaker. Brenda is working on getting prizes. The committee is also working on getting a different venue this year and changing the menu.

Volunteering

Brenda suggested we set up a committee to help other admins in Arts and Letters who may need extra help, not just at Christmas but all year long. Brenda also suggested that it would be nice to either help out at a nursing home or hospital, or donate items, during the Christmas season.

Announcements

Rob reminded everyone that November 2nd was the last day to do open enrollment.

Lynn reported that Rhonda Singleton and LinDa Grams have volunteered to be mentors. As of right now, no one has signed up asking for help from a mentor. Lynn will create two pdf documents for the SAS website. One for new staff to fill out if they would like to request a mentor and one for staff to fill out if they want to volunteer to mentor.

Discussion was held about the possibility/necessity of holding a staff town hall meeting in early December since there is no College admin meeting scheduled. A "topics" survey will be circulated to see about interest. If enough topics are submitted for discussion, a meeting will take place. If there aren't enough to call a meeting, then SAS will review the topics to determine how/when best to discuss.

Upcoming:

Winter workshop time and date TBA

Current SAS membership for 2012-13 includes

Judy Benchaar	343 O'Shaughnessy	1-4705	jbenchaa@nd.edu
Nell Collins	343 O'Shaughnessy	1-6886	ncollins@nd.edu
Lynn Holbrook	B025 Performing Arts	1-0633	lhobroo@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

Brenda Teshka	104 O'Shaughnessy	1-9468	teshka.1@nd.edu
Michelle Thornton	612 Flanner	1-6433	mthornt2@nd.edu
Amy Williams	243 O'Shaughnessy	1-1135	awilli27@nd.edu