

SAS Meeting Minutes
March 1, 2013
9:00am-10:00am; 339 O'Shaughnessy

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

Guest: Rob Becht, Mo Marnocha

ND Voice

Rob announced that a committee of staff was formed to discuss the ND Voice survey results. The committee will review the results, identify areas to target, and build ideas for initiatives to work on targeted areas. Their first meeting will be today, March 1, over the lunch hour. The committee includes: Eileen Barany, Debbie Kabzinski, Rhonda Singleton, April Smith, Cindy Swonger, Brenda Teshka, and Jeanette Torok. Rob also announced that there will be two sessions with supervisors to go over the results. Supervisors may choose which session to attend. The sessions will not be mandatory, but supervisors are strongly encouraged to attend one of the sessions. In addition to the supervisor sessions, there will be discussion of the ND Voice survey results at the upcoming Deans and Chairs meetings. There will be some overlap between the Deans and Chairs meeting and the supervisors sessions.

SAS inquired if the committee would present at any of those meetings. Rob said that it would be determined by the committee.

Unpaid Time Policy

Lynn presented a potential example of a problem with the UltraTime policy exhausting staff vacation and sick balances before taking unpaid time. If a staff member miscalculates their sick time, the system defaults to unpaid time if the staff does not have enough sick time to cover the time they entered in UltraTime. Mo and Rob stipulated that staff must be aware of their sick and vacation balances, and enter their time accordingly. From previous inquiries the Dean's Office had made, there is not a way to change the default for sick time to be deducted first from any existing vacation time before reverting to unpaid time. Staff should not include the sick time they accumulate over the current pay period when calculating their sick balances. In the event that there is a mistake of this type, staff can consult Aaron Blight.

Summer Events

SAS discussed a variety of options for summer events. It was decided that there would be a few small on-campus events, like movie screenings and campus tours, as well as a larger off-campus events scheduled on a weekend to include family participation. SAS reviewed a number of different ideas for the off-campus event, including a picnic in Downtown South Bend (Judy), a picnic at the zoo (Lynn), or an evening at Covalleski Stadium (Brenda). A trip to Chicago was also suggested for following years. Individual SAS members agreed to research different options and to convene at a later time to review findings as a group.

Staff Appreciation Week

Mo inquired whether the Staff Appreciation Week events could be moved to coincide with the end-of-the-year Staff luncheon put on by the College. Lynn posited that it was created to lead up to and celebrate Administrative Professional's day, but SAS, Rob, and Mo all agreed that it would be a nice conclusion to

the year to relocate it to May. Individual members of SAS agreed to solicit door prizes for Staff Appreciation Week from local vendors.

SAS also debated whether there should be a pizza lunch or something similar on Administrative Professionals Day, separate from Staff Appreciation Week. Rob reminded SAS that Catering puts on a lunch for the holiday to which supervisors are encouraged to bring their administrative assistants, however, Rob and SAS were concerned that too few people were aware of the event. Jessica agreed to research the event and report back on her findings, at which point we could determine an appropriate course of action for recognizing Administrative Professionals Day.

The format of the luncheon was discussed, and it was decided that a brief reception either preceding or following the lunch would be a welcome addition for mingling amongst staff, instead of simply a sit-down occasion where staff are limited to socializing with just the few people seated at the same table. The North Dining Hall and Club Naimoli were suggested as possible locations that could accommodate such a set-up.

Announcements

Rob introduced the idea of a book club. SAS agreed that it would be a fun opportunity for staff, if a title could be found that would be an appropriate fit. Rob decided that he would send out an email to staff to gauge interest and solicit possible titles.

SAS will send out a call for a replacement member for Claire Shely in the coming days.

Upcoming:

SAS meeting March 8th at 9:00 am

Staff Potluck, March 12th at 12:00pm in 119 O'Shaughnessy

Spring Workshop, March 14th at 1:00 pm in the Eck Center

Current SAS membership for 2012-13 includes:

Judy Benchaar	343 O'Shaughnessy	1-4705	jbenchaa@nd.edu
Nell Collins	318 O'Shaughnessy	1-5572	ncollins@nd.edu
Lynn Holbrook	B025 Performing Arts	1-0633	lholbroo@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
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