### SAC June Meeting

**6.9.2016**

1:03pm  
Skutt, Rm 209

Meeting called by **Sarah Taylor**

Type of meeting **General Monthly Meeting**

Facilitator **Sarah Taylor**

Note taker **Jasmine Harris**

Attendees **Charise Alexander-Adams, Lynn Caruso, Mary Emmer, Ed Grudle, Jasmine Harris, Keith Kozak, Susan Magnuson, Felicia Nuno, Sarah Oliver, Nicholas Orsi, Sarah Taylor, Shavonne Washington-Krauth**

### Reflection

**Sarah O.**

### Approval of Minutes from May 5, 2016

**Discussion**

No changes submitted. Motion for approval by Mary E. and seconded by Charise A. The motion carried.

**Conclusions**

Minutes approved.

### Action Items

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td><strong>Election Update</strong></td>
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**Sarah Oliver**

**Discussion**

Names of newly voted in SAC and President Committees members will be included in the SAC newsletter. Treasurer for the Committee on the Status of Women is stepping down, so a notice for election between the two runners-up from the previous committee election will be made. Benefits Committee needs a replacement. A call for nominations will be sent out via SAC Newsletter for deadline of 6/17/16.

President Committee Reps should come to a SAC meeting once a year to report on the committee. The request should come from the chair person to report out at a Fall meeting.

**Conclusions**

Names of newly voted members will be sent out to SAC members through email. SAC members will vote for Benefits Committee and Committee on the Status of Women members.

**Action Items**

<table>
<thead>
<tr>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>Include all new committee members (SAC and President Committees) in the SAC newsletter.</td>
<td>Sarah T.</td>
</tr>
<tr>
<td>Benefits Committee nominations and election.</td>
<td>Sarah O.</td>
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</tbody>
</table>

**SAC Spotlight**

**Sarah Oliver**

**Discussion**

Department spotlight for June is The Center for Academic Innovation (CAI). CAI makes sure new programs are feasible for the schools; help with new, innovative ideas for teaching; and make sure HLC requirements for distance and blended learning are met.

**Conclusions**

**Action Items**

<table>
<thead>
<tr>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>July’s SAC Spotlight</td>
<td>Charise Alexander-Adams</td>
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</tbody>
</table>
## HR Committee

**Discussion**

Have not heard back to determine if it’s okay to post slides from committee meetings through SAC. It is okay to put the link to the myHR website.

**Conclusions**

**Action Items**

<table>
<thead>
<tr>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>Mary E.</td>
<td>6/22/16</td>
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</table>

## HR/MLK/Finance Search Committees

**Discussion**

HR Committee – Have not heard back to determine if it’s okay to post slides from committee meetings through SAC. It is okay to put the link to the myHR website.

Finance Search Committee – No updates. Announcement of pick should be made soon.

MLK Committee – Committee is in preliminary planning stages. Needs help publicizing events (especially with people coming back from break when the events happen). Also needs help getting people interested.

**Conclusions**

Sarah T. and Sarah O. will split attending meetings.

**Action Items**

<table>
<thead>
<tr>
<th>Person Responsible</th>
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</thead>
<tbody>
<tr>
<td>Mary E.</td>
<td>6/22/16</td>
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<tr>
<td>Sarah T. &amp; Sarah O.</td>
<td>6/22/16</td>
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</tbody>
</table>

## Website Updates

**Discussion**

Looking for a volunteer from SAC with Typo 3 experience to maintain/update the SAC website.

**Conclusions**

Mary E. will help volunteer and Keith K. will be a backup volunteer.

**Action Items**

<table>
<thead>
<tr>
<th>Person Responsible</th>
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<tr>
<td>Sarah T.</td>
<td>08/11/2016</td>
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</tbody>
</table>

## Discuss SAC Representation (Level A-D)

**Discussion**

Questions that need to be considered include 1) how many people are represented in these levels, 2) what generic job titles are included in these levels, and 3) do they want to be represented by SAC.

**Conclusions**

Standing Rules Committee will research these topics and present information at the August meeting.

**Action Items**

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Sue M.</td>
<td>08/11/2016</td>
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**President’s Luncheon**

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<table>
<thead>
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<tbody>
<tr>
<td>Discussion</td>
<td>Proposal for selecting individuals for the President’s Luncheons was submitted by the Staff Relations Committee.</td>
</tr>
<tr>
<td>Conclusions</td>
<td>Each SAC Rep is responsible for submitting 2-3 names of potential attendees. An updated list of staff members will be sent out in July for areas. Keith K. will help coordinate the luncheons with the President’s Office.</td>
</tr>
</tbody>
</table>

**Action Items**

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<tr>
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</tr>
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<tbody>
<tr>
<td>Submit 2-3 names of interested individuals to Keith K.</td>
<td>All SAC Reps</td>
<td>08/11/2016</td>
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**Letter to the President**

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<table>
<thead>
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<tbody>
<tr>
<td>Discussion</td>
<td>The letter should be received in an official manner versus email.</td>
</tr>
<tr>
<td>Conclusions</td>
<td>A hard-copy of the letter will be sent through intercampus mail to the President’s Office and a follow-up through email should occur if he hasn’t responded.</td>
</tr>
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</table>

**Action Items**

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<tbody>
<tr>
<td>Letter to the President to be sent to the President’s Office</td>
<td>Sarah T.</td>
<td>6/10/2016</td>
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**Treasurer/Human Resources Reports**

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<tbody>
<tr>
<td>Discussion</td>
<td>Treasurer’s Report - Account Balance: $2,338.11. Funds will be rolled over from this FY year into the next FY year. $90 and six packs of paper have been collected so far for the Backpack Campaign. SAC Reps are needed to attend the media day for the Backpack Campaign on 7/19/2016. Charise A. will email info for volunteers. SAC will purchase a farewell gift for Colette thanking her for her service to the University.</td>
</tr>
<tr>
<td>HR Report – Employee Performance Reviews are due by 8/1/2016. Individuals must apply for the Employee Emergency Fund which is then reviewed by a committee. A dollar amount is processed through payroll and is subject to tax.</td>
<td></td>
</tr>
<tr>
<td>Conclusions</td>
<td>All SAC Reps are asked to do one last push this week for donations for the Backpack Campaign. SAC decided on a Peggy Karr glass clock for Colette.</td>
</tr>
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</table>

**Action Items**

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<tr>
<td>Purchase farewell gift for Colette.</td>
<td>Shavonne W.</td>
<td>06/30/2016</td>
</tr>
<tr>
<td>One last Backpack Campaign donation request from areas</td>
<td>All SAC Reps</td>
<td>06/17/2016</td>
</tr>
</tbody>
</table>

**Adjournment**

2:25p