

A&S Dean's Staff Advisory Committee (SAC) Meeting

January 21, 2020 at 1-2:30pm in UMC 382

Agenda

1. ASC update from Roshanne (2 minutes)
2. 5-10 minute Discussion: Be Heard Initiatives SAC asked to work on
3. Vote on Bylaws revision
4. Discussion: Does the SAC wish to be ready to respond with the ASC on the Re-Org.
5. Employee of the Year preps
6. Election cycle for SAC prep
7. Other business, announcements, close meeting

Minutes

1. ASC update from Roshanne (2 minutes)
 - a. No update on A&S reorganization.
 - b. Instructor 3/3 course load is pending final approval.
 - c. Renewed focus on best practices in teaching.
2. Discussion: Does the SAC wish to be ready to respond with the ASC on the Re-Org.
 - a. SAC will first reach out to Dean White and ASC to get more information.
3. 5-10 minute Discussion: Be Heard Initiatives SAC asked to work on
 - a. Voted to allow votes in absentia (via email).
 - b. Onboarding manual
 - i. With the aim of having processes become more centralized, this would be best done by A&S HR. It was also noted that this needs to cover more than Program Assistant and Administrative Assistant positions, as these are but a portion of all staff positions in A&S that could benefit from such a guide.
 - c. Summer learning summit
 - i. SAC will offer ideas for the summit.
4. Vote on Bylaws revision
 - a. Will discuss and vote on revised Bylaws document next meeting.
5. Employee of the Year preparations
 - a. Use current EoY form and update for next year's cycle. Consider taking into account those who were previously nominated but did not win.
 - b. Will contact OIT to get a SAC@colorado.edu email address for EoY submissions and general feedback.
6. Election cycle for SAC preparations
 - a. 7 members are cycling off committee and 3 could extend for an additional year. Discussion tabled for next meeting.