

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

July 21, 2020 at 12-1pm via Zoom

Agenda

1. Welcome and answer any questions our incoming members may have
2. Staff salaries plan presentation and discussion (Roshanne Ebrahimiyan, Rebecca Allison, Ruth Seaholm)
3. A&S support plan presentation and discussion (Angie Jimenez, Abigail Peters, Adrienne O'Connell)
4. SAC processes plan presentation and discussion (Meghan Perea, Alyssa Countway, David Aragoni)
5. Outreach plan presentation and discussion (Jessica Baron, Manny Way, Ian Cunningham)
6. Establish next steps before the August meeting when we'll update one another on progress

Minutes

1. Welcome and answer any questions our incoming members may have
2. Staff salaries plan presentation and discussion
 - a. Staff Salaries subcommittee presented plan to continue to follow up with Kym Calvo in HR and the College of Arts and Sciences around A&S staff salary equity, particularly in light of the Equal Pay Act and budget impacts due to Covid-19.
3. A&S support plan presentation and discussion
 - a. A&S Support subcommittee presented plan for SAC to work with the College of Arts & Sciences around key A&S staff needs, particularly around staff recruitment, onboarding, training, professional development, engagement, networking and community building, mentorship, and retention.
 - b. At this time, A&S will continue to handle COVID-19 related communications with staff, since they change daily, but could use SAC's support spreading the message via word-of-mouth that the campus is urging staff who can work from home to continue to do so for the time being.
4. SAC processes plan presentation and discussion
 - a. SAC Processes subcommittee presented plan to build out SAC's internal process efficiencies around annual tasks (Employee of the Year and elections), as well as

revise SAC bylaws to institutionalize SAC's authority to take certain actions (write white papers, survey staff, communicate with staff, etc). Will work with other subcommittees to build relationships with staff, A&S, and wider campus entities, such as Staff Council.

5. Outreach plan presentation and discussion
 - a. Outreach subcommittee presented plan to work with the College of A&S's communications team to send out messaging to A&S staff about SAC's mission and how SAC can benefit A&S staff. May include a call for additional SAC members this year and may collaborate with other subcommittees on staff surveys. Recommends development of permanent feedback form on SAC website for A&S staff to submit feedback.
6. Establish next steps before the August meeting when we'll update one another on progress
 - a. Discussion of proposed website revisions. Subcommittees will be tasked with developing subcommittee-specific content for the website.
 - b. At the next meeting in August, subcommittees will report on their progress on subcommittee goals