

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

August 18, 2020, 2020 at 12-1pm via Zoom

Agenda

1. Present website structure
2. Update on staff salaries
3. Update on A&S support
4. Update on SAC processes
5. Update on Outreach
6. Set tasks to be completed before September meeting
 - a. Email assigned web content to sac-as@colorado.edu by September 4
 - b. Bring ideas for what to share at 9/22 A&S Community Meeting and what to discuss with Dean White at SAC October meeting
 - c. Share updates on goals

Minutes

1. Present website structure
 - a. Discussed SAC website structure, including ideas for landing page, A&S staff feedback form, resources for non-member involvement, Employee of the Year and member election web communications, subcommittee pages, and celebration of past SAC accomplishments
2. Update on staff salaries
 - a. SAC Staff Salaries subcommittee updated committee on recent meeting with A&S Dean's Office team, Bernadette Stewart and Shelly Hammonds
 - b. Mission to align SAC's communication and goals for staff salary equity with those of the college
3. Update on A&S support
 - a. SAC A&S Support subcommittee updated committee on goals identifying with A&S Dean's Office team, including holding regular meets with Dean's Office staff, developing staff onboarding materials, mentorship, capitalizing on momentum of Be Heard initiative, staff engagement, training for staff and chairs
4. Update on SAC processes
 - a. SAC Processes subcommittee updated committee on efforts to standardize SAC processes and timelines, explore writing MOUs for SAC relationships with other

entities, formalizing SAC's budget, updating SAC's bylaws, non-member engagement, working with other SAC subcommittees

5. Update on Outreach
 - a. SAC Outreach subcommittee updated committee on efforts to formalize SAC's relationship with A&S Communications team, need for recurring training for SAC communications, identifying necessary permissions for communicating with A&S staff, and creating a feedback form
6. Set tasks to be completed before September meeting
 - a. Email assigned web content to sac-as@colorado.edu by September 4
 - b. Bring ideas for what to share at 9/22 A&S Community Meeting and what to discuss with Dean White at SAC October meeting
 - c. Share updates on goals
7. Other Business
 - a. Discussion of SAC member input for SAC meeting minutes