

SAC Minutes
July 18, 2017
11am Macky 230

Welcome/Introductions

Overview of SAC (review Bylaws and Mission)

The mission of the A&S Dean's Staff Advisory Committee is to address issues of importance to Arts and Sciences staff; to give timely feedback and make recommendations to the Dean; to facilitate communication within the College; and to build community among Arts and Sciences staff and faculty.

Abbreviated history of SAC's accomplishments

13-14 Created Bylaws and mission statement

14-15 Created an onboarding document

15-16 Feedback on HCM/worked to improve A&S processes

16-17 committee's goal was to improve communication between the College and staff by building community/communication strategies and ways to share knowledge. A&S Community meetings were initiated, Budget Forums w/ Amy, Knowledge Share Listserve was created. Implementing fall 17.

Dean Jim White will take office mid-August which could affect the direction of the SAC. We hope to be able to meet with the Dean by September or October. Discussion around SAC History as provided on agenda.

What do we want to focus on this year?

Getting the Knowledge Share Listserve up and running (approved in May). Discussion points below
A&S Strategic Planning happening fall 17 – invite J Balch (staff rep) or David Brown (faculty leading the charge) to our next meeting to discuss how we can support?

What other issues/goals do we feel are important to focus on this year?

New ideas:

Connection to the University or College missions

Staffing; people are overworked

Larger A&S Community meetings. Community meetings helpful for sharing updates; social interaction among staff; could be improved by using a microphone; (activities have been successful; could do more).

Small group meetings to transfer institutional knowledge; could be helped by listserv

Small meetings: necessary for institutional knowledge transfer; people often enter A&S staff work with very little knowledge or support. Formalized trainings by area could be helpful.

Need to make connections with colleagues for knowledge sharing

Template for leaves and replacements is helpful; still room for improvement; easy to miss out on changing processes when out for sickness or other reason.

Possible future topics:

Staff council v SAC: Staff council university wide; perhaps ought to advocate more fervently for staff at legislature level

Staff not appreciated by administration and inadequately represented by Staff Council

Discrepancy classified vs. university staff creates inter-relational and job satisfaction problems

Feedback from two A&S Budget Forums with Amy

Meetings with Amy Lavens have been helpful to find more effective ways to negotiate work

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Knowledge Share Listserve Discussion
as-staff-commforum Implemented fall 2017.

Action Items from Erik's email

There are a number of things that probably need to be discussed/decided and some setup to do:

- I have initially setup this list with a very closed configuration, we should discuss a few nuances of the choices available.
- I have arranged for a person in HR to provide a list of current staff, and for ongoing monthly reports on staff changes. Along with using this info for inputting the membership of the list, a responsible person for ongoing maintenance should be identified.

In addition to the logistical issues above, you and your committee probably should put together the following:

- Pulling in some administration (i.e. higher ups) to include in this list as participants.
- Write up some rules for list participation and message content.
- Plan a deployment of the list, with:
 - An announcement, and other publicity for the list.
 - Initial messages to the list participants.
- Plan a series of announcements to the list to help keep it alive and encourage further participation. Eg. maybe start using it to announce all staff meetings and other events.