

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

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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.
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