SEHD SAC Meeting
Monday, November 2 at 2:30 p.m.
Location: Lawrence Street Center 1148
In Attendance: Jessica Coon, Shelley Gomez, Lindsay Harn, Scarlett Ponton

Items To Discuss

- Discuss Survey Feedback with the Dean
  - Feedback was reviewed anonymously and it was decided that the dean would work on crafting a response to staff with the intent of addressing the concerns listed.
- Quarterly Staff Meeting Planning
  - New Hire Introductions
  - What’s New in the Dept- Leave Culture, anything else?
  - Technology Tips & Tricks
    - Pins/Favorites in Windows – Jessica
    - Trello – Melissa?
    - Skype/Zoom - ________?
    - Google Products - ____________?
    - Other ideas and staff speakers we could ask to present?
      - Scarlett to ask new hire Matt if he has any sharable areas of expertise
- Discuss Committee Roles (postpone till all in attendance—some day!)
- Calendar of Events:
  - Nov 10 – Picture Day
    - (two sessions, one in the morning and one in the afternoon)
    - Provide donut holes/cookies, etc. to make it more enticing
    - Send a reminder this week, and another the day before (11/9)
    - Create an instruction guide/suggestions on how/where to use your photo
  - Nov 17 – SAC Quarterly Meeting – donuts/fruit, coffee/tea
  - Dec – Winter Party (include a photobooth)
  - Dec 1 – Informal Lunch and Learn Series Kick Off
    - Let’s talk money! How we budget, ways to save, etc.
    - Suggested Time: First Tuesday of each Month for an informal lunch n’ learn
  - Jan – Community Service
- Follow up Action Items:
  - Melissa/Lindsay-Self-Defense Course?
• IDEA: Post in IMPACT/SAC information updates highlighting various program areas?
• IDEA: Bring in a financial speaker to discuss retirement (maybe PERA too?)
• Review PD Fund Requests
  • Lindsay is withdrawing her current PD request, no others were in need of review at this time.