SEHD SAC Meeting
April 14, 2015 at 1:00-2:30p.m.
Location: Lawrence Street Center 620

Attendance: Melissa Burrows, Jessica Coon, Rachel Cornelius, Lindsay Harn, Michelle Nimer

- Follow-up on brainstorming activity and potential follow-through
  - Top Idea: Bring in a financial speaker (who is not trying to sell us a product!) to discuss retirement, would be great if they could touch on PERA as well
  - Is there a way to connect with the University Staff Council?
  - Other possible training ideas to either bring someone in, or direct people to: Identity Theft, budgeting/debt, software training opportunities, crucial conversations etc.
  - ACTION: Rachel/Lindsay to create a list of community service opportunities. Ideally, we would have sign-up list available at the summer BBQ.
  - Workplace personality profiles as staff bonding?
  - IDEA: Co-sponsoring a self-defense course with EdU, hosted at EdU.
    - ACTION: Melissa to work with Lindsay on course/cost, so we can enter into budget.
  - Action: Melissa to continue addressing complaints to Facilities regarding poor vacuuming performance.
  - Action: Jessica and Michelle to draft a summary of our department wish list to present to Rebecca.
  - IDEA: Post in IMPACT/SAC information updates highlighting various program areas on a periodic basis.

- Schedule SAC meetings and quarterly meetings (holiday events and volunteer activities?)
  **2015**
  - Jan
  - Feb – SAC Quarterly Staff Meeting
  - Mar
  - April 30 at 3p.m. – ER Event
  - May
  - June 28 at 4p.m. - SAC/ER Summer BBQ
  - July
  - August 12 – SAC Welcome Back Meeting
  - Sept – Community Service Event (end of Sept/early Oct)
  - Oct – Halloween Party
  - Nov – SAC Quarterly Meeting
  - Dec – Winter Party

- BBQ Update
• BBQ Planning Session to be held Late May/June
  o Save 15 minutes at the beginning of planning session for budget review
  o ACTION: Michelle to follow-up regarding any “Official Function” rules/policy
  o ACTION: Melissa to send RSVP/Survey in early May/June

• PD Fund – Guidelines, Expectations and Deadlines, especially re: new fiscal year
  o Revise website language
  o Action: Michelle and Jessica to update PD pages on SAC website.
    ▪ Create an exception rule for end of fiscal year that includes last call with a deadline

• Budget Review
  o ACTION: Lindsay to draft 15-16 fiscal year budget and send to committee to review.
  o ACTION: Lindsay to request a copy code from Tim and share with the committee.

• Review PD Fund Requests
  o Rebecca Schell -
  o Others?