SEHD SAC Meeting
Wednesday, June 22 at 1p.m.

Location: Lawrence Street Center, Room 648

In Attendance: Melissa Burrows, Jessica Coon, Shelley Gomez, Lindsay Harn, Scarlett Ponton

Items To Discuss

- Discussion with Dean
  - Present budget for review/approval
    - Approval still pending
    - Consistency is our goal for the upcoming year
  - Who is “staff”?  
    - Will seek clarification/follow-up on this
  - Determining PD appropriateness?  
    - If the SAC is unsure whether a program area or grant should cover a professional development request, Rebecca is the final say and the SAC is only tasked with approving the relevance of the request before forwarding for approval.
  - How to increase/encourage attendance?  
    - Hold at least one quarterly staff meeting at EDU.
    - Host a PD event that may interest all staff
    - The Evaluation Center is considered to be more of an affiliate
  - Erin’s PD request - Approved

- Calendar of Events:
  - July
    - Get Social – postponing to July 12 at 11a.m.
  - August
    - Get Social – August 2
    - Quarterly Staff Meeting (week of August 8)
      - The Dean will be attending the Chancellor’s Listen Tour follow-up meeting this summer. The SAC will provide her some time on the opening agenda to provide updates to the staff.
  - September
    - Lunch & Learn – September 6
      - Ideas: Rachel’s postponed Lunch & Learn or invite Brad?
  - October
- Halloween Chomp (Potluck)
  - November
    - Quarterly Staff Meeting
  - December
    - Winter Party (Dec. 2 in the Terrace Room)

- Follow up Action Items:
  - IDEA: Self-Defense Course?
  - IDEA: Post in IMPACT/SAC information updates highlighting various program areas?

- Review PD Fund Requests
  - Namita (Update)
    - Postponed her training to next fiscal year, does she need to resubmit request?
      No, just send an email to the SAC when she does re-register.
  - Coon (Update) – request cancelled.

IDEAS:

- While upgrading IMPACT, consider pulling over the SAC website to integrate more fully in design/accessibility.
- Send out an IMPACT post highlighting how the professional development fund has been used this fiscal year as a way to continue generating interest in the fund.

ACTION:

- Shelley to look into options on improving recycling efforts around the department.