SEHD SAC Meeting
August 4, 2015 at 2:30 p.m.
Location: Lawrence Street Center 620
Attendance: Melissa Burrows, Jessica Coon, Rachel Cornelius

Items To Discuss

- Wish list to the dean
  - Communication: Stress that no one wants to exclude anyone from information. The problem is no one feels accountable for sharing. Melissa is going to try and reach out to the management team on a bi-monthly basis and post any relevant updates on IMPACT.
  - Break Room and Gathering Places: We have been given approval to look into purchasing basic break room supplies. Melissa was going to look into this and provide a cost estimate to the dean. Jessica offered to print up cleaning schedules for each floor to help ensure when we do get supplies, that someone is responsible for helping make sure everything stays clean. The dean was going to look into the process for obtaining Keurigs for each of the floors (can we do it by donation?). The 7th floor remodel will include a Community Room that may also meet the need we feel for an informal/comfortable meeting space.
  - Entrances, Hallways, and Offices: A directory will be provided during the 7th floor remodel. Photography artwork is being looked into for the hallway walls. New lighting will be used in the 7th floor remodel, if it looks good, similar lighting may be installed on other floors.
  - Carpet Care: Push vacuums have already been provided for each floor. New carpet and paint is in the works for the classrooms.

- Discuss SAC elections for fall
  - SAC will aim to actively recruit one new member and will open up to the department at large that we have an opening for a new member. Jessica to create an email for this.

- Brainstorm ideas for 1st quarterly staff meeting
  - Lunch N’ Learn! This one will be required, as the dean will be hosting. She will discuss tips on how to communicate up, across and down and other good business etiquette tips.
  - We discussed having other informal lunch and learns held in the new Community Room (whenever that opens). These would not be required and would be co-workers sharing tips and tricks with each other—whether it be about how someone does their budget, exercise tips, meal planning, etc.
Calendar of Events:

- Aug – SAC Welcome Back Meeting (Melissa to list possible dates)
- Sept – Community Service Event (end of Sept/early Oct)
- Sept – Dean Open House Event (NEW)
- Oct – Halloween Party
- Nov – SAC Quarterly Meeting
- Dec – Winter Party

MISC: the dean discussed how she would look into holding a Crucial Accountability Course, hosted by the Ombuds office, for supervisors.

Jessica to look into the monthly Crucial Conversations courses the Ombuds office hosts and see if this is something we can promote to the department to attend.