

**SAC Monthly Meeting**  
August 25, 2021 | 3-4pm EST

**Present/Absent**

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Abby Gillespie	X	
Alison Lubin	X	
Bernadette Poerio	X	
Danielle Peacock	X	
Joey Carls	X	
Karime Cameron		X
Leslie Booren	X	
Martha Pullen	X	
Miriam Rushfinn	X	
Nica Basuel	X	
Grace Kegley	X	

**Also attending:**

- Justin Thompson (present)

**Agenda**

1. Approval of July minutes
  - a. Motion to approve: Martha
  - b. Second: Danielle
  - c. Ice breaker: share name, number of years at UVA, area of work, and morning drink of choice.
2. Solidifying vision for SAC
  - a. Things we are responsible for
  - b. Things we are not responsible for
  - c. Updating bylaws – see attachment
    - i. Alison met with Justin and Joey to review bylaws prior to this meeting
    - ii. To discuss: Do we need to update the bylaws? Also idea of creating standard operating document, clarifying our responsibilities for the Council.
    - iii. Current bylaws have emphasis on:
      1. Bi-directional communication among staff, including with senior leadership (e.g., all staff meeting, newsletter)
      2. Exist to provide council, no governing authority or budget decision-making
    - iv. Discussion: What part of the bylaws do we need more clarity on? Do we need to make revisions?
      1. Opportunity to increase diversity on council (e.g., gender, racial, departments across the school, etc.); recognize that prior Councils have taken a similar stance
        - a. Bylaw revision: Council's intent to be as diverse as possible

2. Discussed if we have considered open meetings. Noted that really no meeting in the school are necessarily closed. If discussing more confidential information, would trust that anyone joining would keep information as such.
    - a. Bylaw revision: note that all meetings are open
    - b. To do: post recurring meeting times on website
  3. Additional revisions for bylaws:
    - a. Revise pronouns
    - b. Clarify DAC representation to note that only one DAC representative needs to attend Council meetings
    - c. Revise Council's role in coordinating DAC and Staff Senate elections (discussed doing so in spring of 2021)
  4. Next step: Executive Committee revise bylaws for Council's review
  5. Bernadette Poerio will serve as DAC representative
3. Setting the agenda for the year
    - a. Overarching priorities
    - b. Topics
      - i. Reviewed [Jamboard](#) for questions and feedback
        1. Additional topic for consideration: emergency preparedness, both system-wide and at individual level (e.g., if colleague was absent for an extended period)
        2. Discussed timing and frequency of newsletter, agreed to send before staff meeting (with save the date). Currently send quarterly, could consider once per semester.
          - a. Send via Office 365 to access analytics (e.g., open rates)
          - b. Martha will coordinate September newsletter; Miriam will support
        3. Discussed timing for full staff meetings, generally October and April
        4. Noted addition to jamboard to share best practices across the school; Alison will think more about if Council is set up to do this
        5. Discussed how we might translate priorities/agenda to more specific goals and outcomes for the year
          - a. Nica, Alison, and Abby will meet to propose scope and sequence
          - b. Will also want to consider how aligns to other activities across the school, e.g., timing of KPIs, annual reports, etc.
  4. Staff Senate Updates
    - a. University Partnership Committee is starting with goal of bringing together leadership bodies from across Grounds
    - b. In general, still getting up and running for the year and focused on goal setting
  5. Diversity Action Committee Updates
    - a. First meeting is coming up
    - b. Considering opportunities for how DAC and ODEI will work together

6. Recurring meeting time
  - a. Grace will reach out to coordinate recurring meeting time

**NEXT STEPS:**

1. Executive Committee revise bylaws per discussion for Council's review
2. Martha and Miriam lead September newsletter
3. Executive Committee meet to discuss agenda item goals and scope and sequence for Council's review
4. Grace to coordinate recurring meeting time; post times on website and note that open meetings