Staff Advisory Council Minutes
September 21, 2018

Members Present: Amy Hinnant, Andrea Woods, Kara Bond, Jane Rankin, Saurabh Singh, Melissa Kuhlmann, Kristy Anderson, Mary Ronsonet, Angela Welch, Bryan Fruge, Jamie Neff and Melanie Robideau

1. Special Guests Present: Dr. Alexander, Suprena Bennett, Jody Ford

a. Dean Alexander: spoke on structure of SAC as a standing committee. All standing committees but SAC have a member of Administration on the committee. CPI and FAC have ex-officio members. This enables Administration to connect with SAC and work together to bring about change. It helps with communication between Admin and committees. Committees are not functioning in a vacuum. One vision/one direction.

Recommendations:
1. Ex-officio member on committee – admin. person
2. SAC meetings with Dean – connects staff/Dean/ Would help mesh goals of SAC and Dean
   a. Example: mentoring, ask Sac how to provide mentoring for staff
   b. Staff retreat – integrated into professional development – help from HR to develop and support staff. Currently it is independent of college.

EX-Officio Member
Discussion: Concerns:
1. Lack of trust between Admin. and staff.
2. Define role of Admin on committee
3. If we add the ex-officio will it change the role of the chair – No will not change.

Action:
1. Each representative will get feedback from their department.
   Option 1. Suprena will be ex-officio
   Option 2. Do nothing

b. Suprena: Proposing ways to get new staff acclimated into CEHD
   1. New Staff Orientation each semester
   2. Pair up new staff with mentor from different department to get overall view of CEHD – open up to all staff
   3. Create handbook and tips
      a. Acronyms explained
      b. Community tips – doctors/grocery stores etc.
   4. HR would provide new hire names etc..

   1. Move Application deadline to February for a May decision
   2. Reminder of eligibility: UG child/grandchild of staff, retired staff or staff member who is a grad student.
   3. Applications go through SPARTA
   4. Contacts for scholarship are Nora Cargo and Judy Haas
   5. Add a shoebox question to the application – something specific to the scholarship
   6. Want it to be awarded in the fall to align with college awards
   7. It is at the discretion of SAC as to how many are awarded – contingent on money

2. Mary Ronsonet:
   a. Approval of minutes – Kristy moved to approve, Jane seconded – all approved.
   b. Bylaws updated will vote on changes next meeting – use Mays business model discuss at next meeting.
   c. Upcoming Meetings – SAC meets 4th Thursday of each month 9-11am Heaton Hall
   d. Several members have attended the lunches.
      Feedback – slightly awkward, discussed Heaton 6-9 month no salary increase/adjustment
   e. Dean Meeting – Kristy and Mary met with the Dean.
      Clarification on one time merit asked that it be 2x a year/ will have a committee
      Promotion reclassification is business need – fairness model so all can be seen at same time
      Include Faculty in our community service projects
      SAC retreat – align theme with college theme – Civility and Managing Change
3. **Angela Welch**: presented spreadsheet with expenditures

4. **Representative Reports**
   a. **Dean** Megan going on Maternity Leave October 8th/ Melanie/Kristy covering for her
      New hire Jaime Rodriguez – administrative coordinator for Dr. Nafukho
      Kyle Menigoz has left the College

   b. **EAHR** Graduate student advisory board gearing back up
      Department is on social media @tamu.eahr
      Highlighting students/staff/faculty
      Jia Wang has made Full professor
      Hosting William Cross on October 8th “Black Identity”

   c. **EPSY** Academic review coming in February
      2 faculty searches

   d. **HLKN** IT issues – they no longer have any one dedicated to Blocker – makes it harder PEAP has Brandon Templeton

   e. **TLAC** Dr. DeMiranda took the staff out for lunch at Saltgrass – had retreat /goal setting for the department
      Sarah Oakley is the Communications person for TLAC
      Christine Nardini is the new graduate advisor

   f. **Advising** Aligning with University retention /HLKN staff moving to Gilchrist October 2019 – have 2 HLKN advisors out at the moment.

   g. **Research** Post award is now working with Suprena. Windy Turner is retiring – November 30th reception at the Equine Center. Her job will be posted soon

5. **Committee Reports**
   a. **Outreach** looking for community service opportunities
   b. **Social** working on new get-togethers
   c. **Communications** have a Facebook group- working on website
   d. **Professional Development** planning brown bags
   e. **Conference** will start meeting in January/ putting out a call for volunteers
      Taking suggestions for location