



EHE Staff Advisory Council

Thursday, February 21, 2019

2:00-4:00pm

110 Arps Hall

Meeting Minutes

Present:

Melissa Ross, CETE

Christine Streater, OIT

Emily Martini, Human Sciences

Carrie McDonald, Educational Studies

Sean Thompson, Advancement

Jovanna Zanders, Teaching & Learning (EHE SAC Secretary)

Jennifer Lagnese, Human Resources

Kathleen Lynch, Office of Educator Prep / Teaching & Learning

Nicole Luthy, Office of Research, Innovation, and Collaboration (EHE SAC Chair)

Sarah Wakefield, Service Center

Michael Moses, Office of Research

Absent:

Amanda Crall, Academic Affairs

Kelly Boone, Crane Center for Early Childhood Research and Policy

	Decisions/Actions	Person(s) Responsible	Completion Date
	1. <i>Reading and Approval of Minutes</i>		



- Strike all wording pertaining to subcommittees and Article III, Section 5. EHE SAC will establish working groups or affinity groups to work on specific events or tasks.
- Strike all wording pertaining to staff appreciation and engagement, professional development, and Article V, Section 5.
- Strike Article VI.

→ **Revisions:**

- Mission Statement: The EHE SAC mission must be student centric and should include how staff can contribute to the core work of the College. EHE SAC also serves as a vehicle for staff to present ideas to the dean and EHE leadership.

Suggested Mission Statement (DRAFT):

The mission of the College of Education and Human Ecology (EHE) Staff Advisory Council is to provide a communication and support network for staff, and to provide leadership in advancing the college mission through supporting the faculty, staff, and students of the college.

The new mission statement will be crafted to align with the College mission. Discussion tabled until a copy of the current EHE mission statement is received.

- Membership: EHE SAC membership is capped at 12. Current members will remain together for 2 years. After 2 years, some members will roll off and some members will continue on for a 3 year. New memberships will start on July 1 to align with the academic year. The dean will send a notice to new members and their respective supervisors. July – August will be set aside to orient new members.
- Nomination process - On an annual basis, a general call for nominations will be distributed by EHE SAC to the staff at-large. EHE SAC will review

EHE SAC

In progress

Nicole Luthy

In progress

EHE SAC
EHE Dean

In progress



<p>the nominations and send the names of the finalists to the dean for final approval. The nomination process will be conducted entirely online – Qualtrics.</p>	EHE SAC	
<ul style="list-style-type: none">▪ <u>Vacancies</u> – A statement will be added to the call specifying that EHE SAC seeks diverse candidates from across the college. *Nominees will be asked if they are willing and able to serve on the committee before names are provided to the dean.	EHE SAC	
<ul style="list-style-type: none">▪ <u>Officers</u> – EHE SAC will maintain the chair, co-chair, and secretary roles and their respective position descriptions. Officers will serve 1 year terms. The dean will appoint the chair. The co-chair and secretary will be elected by EHE SAC members.<ul style="list-style-type: none">• Chair – Nicole Luthy• Co-Chair – TBD• Secretary – Jo’Vanna Zanders	EHE SAC EHE Dean	
<p><u>ACTION ITEM</u>: Distribute a Qualtrics survey to the EHE SAC members to elect a co-chair.</p>	EHE SAC	In progress
<ul style="list-style-type: none">▪ <u>Representation</u> <u>ACTION ITEM</u>: Connect with the dean regarding EHE SAC representation on the Executive Council and/or including EHE SAC updates on Executive Council meeting agendas.	Nicole Luthy	In progress
<ul style="list-style-type: none">▪ <u>Meetings</u> - EHE SAC will meet once a month for 2 hours. Voting will take place in person or by email.	EHE SAC	



<p>c. Introduction email to all staff</p> <ul style="list-style-type: none">• Ideas for email – Hold email documents currently in progress (bylaws, bios, etc.). EHE SAC will test the Office 365 group by co-composing the intro email.<ul style="list-style-type: none">○ Email to staff should:<ol style="list-style-type: none">1. Point staff to the EHE SAC webpage, which will contain bylaws, contact information, meeting schedule, and information about the chair, co-chair, and secretary.2. Provide information about how to communicate with EHE SAC.3. Outline the process for requesting time on EHE SAC meeting agendas.	EHE SAC	In progress
<p>3. <i>New/Other Items</i></p>		
<p>f. Other items</p> <p><u>ACTION ITEM</u>: Connect with the Silos Affinity Group and read their report to see if ideas from their work have implications for EHE SAC.</p> <p><u>ACTION ITEM</u>: Post an announcement in EHE News (EHE Insider) with a link to the webpage.</p>	EHE SAC	In progress
	EHE SAC	In progress