Meeting Agenda

June 22, 2023
194A General Services Building & Zoom
10 – 11:30 am

• Call to Order – 10:00 am

• Today’s Guest Speakers: None

• Upcoming Meetings, Guest Speakers, and Events (194A GSB unless otherwise specified)
  ➢ July 13 – Ryan Rapp, Executive Vice President, Finance & Operations and Chief Financial Officer; James Spain, VP for Undergraduate Studies
  ➢ July 18 – Chancellor’s Residence Reception for SAC and SRW Award Winners
  ➢ July 27 – SAC Meeting
  ➢ August 11 – Annual SAC Retreat and Orientation

• Minutes Approval – June 8, 2023 Meeting - Motion to approve: Erin; Second: Jessi. Minutes approved.

• HR Report - Erin Leuschke, Director, Learning and Organizational Development: Pulse Survey Results – Erin reviewed the results of the system-wide Pulse Survey from April, including response rates, key findings, and changes from the previous survey’s results. Questions were addressed from the group. The next survey is expected around October 19, 2023.

• Old Business
  1. Vice Chancellor Search Updates
     a. IT – Jacqueline - None
     b. Extension – Jacqueline – None
     c. Marketing/Communications – Kim: Top 4 candidates have been to campus for multiple interviews; top candidate has been selected by President Choi and is back on campus today.

• New Business
  1. Kim Foley is the new Total Rewards Advisory Committee (TRAC) staff representative effective 6/1/23 for 3 years.
  2. Announcement was made that the SAC office is moving to Jesse Hall effective this week.
  3. Announcement of 2023-2024 SAC Executive Board
     a. Your new executive board will be Jessica Hosey as Chair, Lori Robinett as the System rep, Lindsey Hing, and Megan Wilkinson. Their 1 year term will start 9/1/23.

  4. Staff Recognition Week Recap
     a. We served 1,345 staff members at the lunch, which was about 200 more than last year. There were about 20 people in the Floral Arrangement class (new this year), 4 did the scavenger hunt, 5 for the Nailed It, and 37 for the 5K. At the Awards Ceremony, we recognized 12 Outstanding Staff Awards, 748 total milestone recipients (60 were 30 years and above). Carrie, Karinna, Kim, and Jacqueline, drew over 55 names of participating staff for prizes. With the help of Campus Facilities (Mike, Duff, and Eric) all the prizes were distributed. Prizes to were mailed to remote employees.
     
     b. What did others think about the week’s events? Did anything go really well? Are there events that didn’t go so well? Any suggestions for the future events?
Luncheon:
- Soda line ideas – add a station, signage, move cups to end of food tables
- Have SAC members direct people to the 3 food lines; tendency was to group into one line
- Have a place to set plates while they’re getting drinks (hands full)
- Have leaders arrive a little earlier to serve
- Consider opening the lines at 10:30 to help with flow
- Add Child Development Lab to the donut list since they’re not able to leave
- Consider switching up the menu (ex., burgers instead of chicken, not needing utensils)
- Confirm that luncheon is not scheduled on Campus Dining Fun Day again

Carnival:
- Rebrand to Info Fair
- Relocate to cement area near fountain

Other:
- Move Chancellor’s Residence Reception for SAC/Award Winners back to SRW.

5. Committee Summaries

   a. Everyone except committee chairs is excused.
   b. Review with committee chairs to summarize committee activities and suggestions. By 8/1 please upload any forms and other templates used this past year, as well as your committee summary report, to the appropriate Teams folder. As you know, there are new Chairs and committee members each year, so we’re trying to make sure that all future Chairs don’t have to start from scratch every time.
   c. Marketing and Communications (Karinna) – 3-4 members next year
   d. Elections (Jessi/Megan) - What Liz uploaded has been very helpful
   e. Service Champions/SAC Salutes (Hannah/Laura) – consider taking nominations and selecting winners in 6 month blocks instead of selecting winners for the year at once
   f. IDE (Angela) – discuss purpose for next year; consider 2-3 people on committee; bring educational opportunities to SAC; makes sure SAC meetings, events, communications are as inclusive as possible
   g. Fundraising (Lori)
   h. Awards/Ceremony (Kim/Karinna) – Keep at Bush Auditorium; bring back check-in table and pronunciation cards or email process
   i. Events (Hannah/Heather)
   j. Other feedback:
      - Consider a Qualtrics to committee members: was the committee’s purpose clear; were meetings held too frequently, too infrequently, or adequate; what worked/didn’t work; suggestions for improvements, etc.
      - Maybe not require everyone to serve on a SRW Committee, just communicate that the luncheon and ceremony are all hands on deck.
      - Bring back Ad Hoc Committee as the Committee on Committees to handle the Campus Standing Committee and other committees’ member selection process. This committee would also serve as a sub-committee for Exec to hand off matters during peak times.

   Committee Reports

   1. SAC Committees
      A. Education Awards – Kim: Education Award winners for Fall 2023 will be selected and notified by mid-July. The committee meets on July 6.
      B. Elections – Jessica/Megan:
C. **Fundraising** – Lori: The Texas Roadhouse fundraiser netted us $50. Not horrible for our first try.

D. **Inclusion, Diversity, & Equity** – Angela:

E. **Marketing & Communications** – Karinna:

F. **SAC Salutes/Service Champion** – Hannah/Laura: None

G. **Staff Development Awards** – Stephany: The committee’s recommendations were approved, and the recipients have been notified.

H. **SRW Awards/Ceremony** – Karinna/Kim:

I. **SRW Events** – Hannah/Heather: None

2. **Campus Standing Committees** – Most are on break over the summer; updates will resume in the fall.

- **Adjournment** - The meeting was adjourned at 11:29 am.