**Meeting 8/10/2021**

*Via Zoom*

**Present**: Diana Malcom, Kelly Dietz, Kaylie Maines, Amber Krieg, Nina Bumgarner, Katrina Wehr.

1. Welcome & Discussion
   1. Nina has volunteered to take minutes
   2. Round Robin: what would you like the AA SAC to provide for AA Staff, etc. In the coming year?
   * An opportunity to meet AA staff, put names to faces. Lunch talks are an opportunity to meet, but staff tend to gather with people they know. Possibly assign tables by number.
   * We are a mechanism for staff to voice concerns/complaints/etc.
2. Events
   1. August A&A Welcome Back Event hosted by AA SAC.
      1. Site – Korner Water Tower (rain location Stuckeman Jury Space)
      2. Date- Wednesday, 8/18, 11:00 am – 12:00 pm
      3. Who – faculty and staff; invite via Newsline and email to all staff sent out by SAC members.\*
      4. Plan:
         1. Diana purchase and pick up coffee, tea, fruit, coffeecake, ice from Wegmans and have in space at 10:30 a.m.
         2. Diana will bring coolers for iced coffee and iced tea
         3. STAFF set up space: Nina and [Brendan]
         4. Diana, Nina, and Hope will host/distribute iced tea/coffee and muffins to faculty and staff who come by.
         5. Beth confirmed with grad student musician setup
         6. Tables set up for staff from SAC units to distribute information/brochures – may use terrace tables for brochures
         7. Amber and Hope will tear down/clean up
   2. Listening Session – co-hosting with CPA (Hope): Week of October 11th
3. Professional Development Discussion - $5K
   1. To promote professional development, have a list of professional education offerings staff have attended in past to discuss at the next meeting.
   2. Email to all staff such as **drafted** letter below\*\*
4. New Items:
   1. GivingTuesday is coming soon! This may be something for department heads to review and organize if they want to participate.

\*DRAFT EMAIL for Welcome Back Event:  
Hello, (department/unit name), Friends!  
We're coming back! As a member of the A&A SAC, I want to invite you to stop by an **A&A Welcome Back coffee/tea break** on Wednesday, August 18th anytime between 11:00 a.m. - 12:00 p.m. at the Korner Water Tower Patio. There will be iced coffee, tea, fruit and coffee cake for you to enjoy. You may also grab information at the hand-out table about events happening throughout the college AY 21-22. The AA Staff Advisory Council is hosting the event and is excited to see folks in real-time! In case of inclement weather, the event will be held in Stuckeman Family Building Jury Space.

\*\* DRAFT EMAIL for prof dev applications:  
Dear AA Staff,

In support of inclusivity and accessibility to continuing education for all staff in our college, the Dean’s Office provides annual continuing education grants through the AA SAC to staff who would like to attend conferences or trainings to enhance their professional knowledge. These monies are available until they run out.

We want to encourage all staff hoping to attend continuing education/professional development in the upcoming year to apply for these funds. It is as simple as completing this form (provide link).

We encourage you to talk with your supervisor or colleagues to consider professional education offerings that would benefit you. Previous trainings/conferences that this support has been used for can be viewed here (provide link).

If you have any questions or would like additional information, please contact Diana Malcom, AA SAC Chair ([dbw102@psu.edu](mailto:dbw102@psu.edu))

Upcoming Meetings:

* + Sep 14, 2021 02:30 PM – in person, Water Tower/Stuckemann; Sustainability Council (Mihyun Kang and Deb Gulick)
  + Oct 12, 2021 02:30 PM
  + Nov 9, 2021 02:30 PM
  + Dec 14, 2021 02:30 PM
  + Jan 11, 2022 02:30 PM
  + Feb 8, 2022 02:30 PM
  + Mar 8, 2022 02:30 PM
  + Apr 12, 2022 02:30 PM
  + May 10, 2022 02:30 PM
  + Jun 14, 2022 02:30 PM