# Minutes

### SAC 2021/22-2022/23 Retreat held at Bald Eagle Nature Inn8:30 a.m. - 3:30 p.m.

**Present**: Brendan Berthold, Nina Bumgarner, Hope Falk, Katrina Kasper, Bob Klotz, Diana Malcom, Amy Milgrub Marshall, Lacy Miller, Bob Klotz, Mark Powell, Machelle Reese, Rebecca Simpson, Mark Tinik.

**Excused**: Chris Igoe

SAC discussed how to access Teams and SAC/AA Staff intranet on the web. The SAC does a good deal of work via Teams, and all are engaged in these conversations' b/t our meetings.

We reviewed the SAC By-Laws and discussed roles. Updates were made to the by-laws (these can be seen at bottom of bylaws). Particularly, we decided to that the Dean’s Office should have 2 members, like CPA (both offices have more staff than other offices). It was suggested that we look at the number. Terms were adjusted to 3 years, with desire to look at how to stagger membership more effectively.

Summer Events review:
 Blood Drive in July (Brendan is coordinating – you can donate for A&A at any summer drive.
 Arboretum tour/walk (Nina will schedule)
 Spikes game [since we met – this has not yet been scheduled and may not happen this summer]

Dean Carpenter arrived at 10:15, at which time we introduced ourselves to him and revisited a conversation begun in March around staff concerns. He shared that the Compensation Modernization project is about categorization, restructuring titles and how this might play out for colleges, budget, units’ training. The estimated project report out is August 1. There should also be a Flex Work report out mid-July for staff from the university HR.

A concern was revisited that the staff need to be listed on the A&A webpage, and discussion about making this happen first on intranet occurred. A&A SAC reps could be sent an excel document that they need to keep updated as staff changes, Amy Milgrub Marshall could figure out how to keep this live and available on the intranet. The Dean stated that kate Domico is looking at outside contractors for website help as the most recent staff search for that unit did not lead to hire.

Per Equity, Diversity and Access, it was suggested that a Town Hall would be helpful. SAC will share staff concerns with Folayemi Wilson. Making time and space for staff to participate in these conversations and experiences needs to be part of other college culture, supported in policy. Diana can bring to CALC+ a suggestion to unit supervisors to make sure staff have time to participate in Equity & Access workshops and opportunities. SAC could facility conversations, with various degrees of difficulty offered. Suggestions included

* watch travel shows together and discuss preferences of places to begin to see how different we are, a lower degree of difficulty (Dean Carpenter).
* Bookclub (Bob)
* Use cascading goal as way to get supervisor to understand time needs
* Do service together

The Deans shared his idea with the Cascading Goal 2022/23 is an attempt to raise awareness of the four strategic college goals. He suggested reviewing the strategic plan and setting some appropriate goals that give staff experience living into one or more of these. There may be ways to highlight staff work through this process. It was suggested that Associate Dean Folayemi Wilsonset some DEI goals for staff. SAC would like to host a DEI events that are open to all, not just staff but also student employees, faculty, etc.

The Dean encouraged SAC to propose new staff awards in the college. Examples from other colleges below.\* SAC determined that these should have a healthy period for submitting nominations by announcing these new awards 10/1/22, and opening nominations in January. One possibility would be a DEI award, which we could discuss with Folayemi. The Sustainability Council will have a Sustainable Staff award added next year.

The college has a Wellness Ambassador, Mary Cavenaugh. Each unit has one. It was determined that SAC could invite her to an upcoming meeting.

Brendan mentioned that adjunct faculty are not represented by FC, and that the SAC may be a place that they feel resourced. The Dean acknowledged that they are in an odd space and wondered how to make sure they have representation.

Before leaving, the Dean suggested that we create and share a budget proposal with him that included standard events, SAC retreat, professional development, and other appreciation needed for staff.

During lunch, elections for 2022/23 SAC chair and chair elect were held by closed ballot. Chair will be Diana Malcom, Art History and Chair-Elect will be Rebecca Smith, Palmer.

After lunch, the SAC reviewed the 2021-22 year. It was shared that few people took advantage of the development awards. All were approved by Brendan and Diana (procedure is that Shelly receives requests and forwards to Chair and Chair Elect for approval). Suggestions to make these more effective included adding language like “if your department is unable/unwilling to fund, you should still submit this request;” consideration of requesting additional funds for next year (this has been same amount, $5K for 12 years); add an encouragement of a Report Out to unit (or Staff Stories) to recipients; have a particular “call for requests” twice a year, at beginning of each semester.

Last year’s events held last year were successful and will be built into upcoming year calendar: Blood Drive in July, Fall semester Welcome Back Event on Terrace, DEI Events sheet, Appreciation Days Events. Photos from the Appreciation Days can be found here: [https://pennstateoffice365-my.sharepoint.com/:f:/g/personal/sns165\_psu\_edu/EqciiZJ4lGdFh32lqP\_QK9sBMjtpzDa3XT0PqIP0hbJfOg?e=2cK3Sp](https://pennstateoffice365-my.sharepoint.com/%3Af%3A/g/personal/sns165_psu_edu/EqciiZJ4lGdFh32lqP_QK9sBMjtpzDa3XT0PqIP0hbJfOg?e=2cK3Sp)

The SAC 2022-23 Calendar was determined to include:

* + Monthly meetings on 2nd Tuesday at 2:30 p.m. in 121 Borland
	+ Service opportunities for staff – Diana will reach out to the Faculty Council to see how we might collaborate in hosting of Service Day/opportunities for the college.
	+ Student Art exhibit in April, Arts crawl, Arts Up possibilities could be considered. We all agree the college needs more visual art, particularly in Borland building. collaborating with student groups could be possible. Hope suggested working with the A&A Student Art Council. Consider early April before they leave.
	+ DEI events are needed – work with Folayemi Wilson about possibilities.
	+ Brendan shared that we could collaborate within Teams, help new staff become aware of affinity groups that they can engage with in Teams.
	+ Appreciation Days could occur at least once a semester, possibly early January, in addition to regular May events. Administrative Professionals Day should be announced and may be something special could be done by SAC for all staff this week.
	+ USAC – connecting at university level, representation. We were encouraged by Brendan to be aware of their offerings. Anyone can be nominated for USAC.

The retreat ended with the official handoff to the new team by expressing appreciation to those rotating off SAC this year: Brendan, Nina, and Hope.

**\* College Award examples:**

[College of Ag Staff Awards — Penn State College of Agricultural Sciences (psu.edu)](https://agsci.psu.edu/faculty-staff/hr/staff/awards)

[College of the Liberal Arts Staff Awards — College of the Liberal Arts (psu.edu)](https://la.psu.edu/awards/staff)

Idea: department award (award be a pizza party)