Present: Carlen Adler, Joseph Browne, Karen Davis, Geralyn Ducady, Terry Durkee, Christopher Gilbody, Carrie Gridelli, Jennifer Hadden, Phyllis Harris-Smith, Jessica Hodgdon, Carrie Honeman, Jennifer Lane, Jenna Legault, Ashley Lundh, Wendy McRae-Owoeye, Diana Richardson, Kimberly Roskiewicz, Matthew Tsimikas

Absent: Renee Bolden, Andrew Gammon, Norma Hardy, Anne Marie Ponte, Celeste Thompson-Roach

Minutes: Marcy Melanson

Agenda

11:30 am Updates

11:45 am Working Group Progress Reports

• Civility Initiative
• Orientation
• Operations Manual

12:15 pm Working Group Discussions & Voting

• Meeting Structure
• Staff Input
• Green Meeting Designation

1:00 pm Holiday Party

• Gifts Distributed
• Goodbye for Outgoing Members


**Updates/Check In/Staff Concerns**

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Raised</th>
<th>Who</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Survey for holiday party went out Dec 17 - collecting ideas for next year</td>
<td>C. Adler</td>
<td></td>
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</tbody>
</table>

**Topic 1: Meeting Structure (J. Browne)**

- Robert's Rules identified as best method to manage meetings
- Structure proposed:
  - **Call to Order**: Chair begins proceedings
  - **Approval of Minutes**: Membership votes to amend or approve previous meeting’s minutes for immediate publication.
  - **Leadership Reports**: Advisors, Chairs, Standing Committee Chairs and Ad-hoc Committee Chairs update the Council on their activities as necessary in the order specified.
  - **Approval of Agenda**: Memberships votes to amend or approve the draft agenda.
  - **Scheduled Items**: Discussion proceeds in order of the agenda.
  - **Announcements**: Chair invites council members to make informational announcements.
  - **Adjournment**: Chair dismisses meeting
- Time limits on items put in for discussion (i.e., 10-15 minutes)
- Agenda followed in order
- Voting- what kind of action to take for an issue

**Topic 2: Workflow/Staff Input (J. Browne)**

- Recommended process:
  1. Log
  2. Assign
  3. Prepare
  4. Schedule
  5. Discuss

- Complaint emails- Enter into a form online to track
- Small committee (6). 3 incoming, 3 outgoing committee members gives everyone follow-up
• Things logged/assigned come up with summary to vote on
• Tasks submit to chairs
• Discuss as a group and vote
• Owner of task report for follow-up will be the contact person
• Ensure transparency and all issues are treated fairly

**Topic 3: Voting**
• Pilot 2/3rd majority to approve a given item - adjust as needed
• Controversial issues to go to advisors (e.g. K. Davis, W. McRae-Owoeye, K. Roskiewicz)

**Topic 4: Minutes**
• Committee is to approve minutes for each meeting
• Minutes to be circulated to committee 3 days prior to meeting

**Topic 5: Operations Manual (C. Gilbody)**
• A great deal still needs finalized for operations manual
• Bylaws need updated and approved which cannot take place until the first or second meeting of next year

**Topic 6: Civility Initiative (C. Gilbody)**
• Book has been ordered
• How to conduct staff/faculty/student survey: 1) Pointed to small group with an overlapping theme or 2) Ask open-ended questions to same small group
• We could work with the Diversity Advisory Board and Judy Nabb from CLPD to start
• Feedback:
  o Makes sure there is an end to civility initiative
    ▪ A one year project is what we want to accomplish
  o SAC should not initiate this initiative

**Topic 7: Orientation (J. Hodgdon)**
• “Final” agenda circulated for review and sent to new members
• Half day afternoon session on Tuesday, January 7th from 11:30 am until 5 pm
• Confirmed VIPs/Stakeholders include: Kim Roskiewicz, Assistant to the President; Beppie Huidekoper, Executive VP for Finance & Administration; Russell Carey, Executive VP for Planning & Policy
• Second year members will receive mentor/mentee appointments and instructions to reach out to their first year/incoming member before orientation

**Topic 8: Departing member feelings**
• What did you learn, how did you feel?
• Guidelines on how to reach out to mentees?
Recommendations:
  o Keep honesty with new group
  o Expect dynamic will change
  o This is “your” committee

**Topic 9: SAC Meetings to be “Green” (D. Richardson)**
- A student group approached SAC representatives with a proposal for how SAC meetings could become “green”
  - Aim for meetings to be paper free, use reusable bottles, print your own agenda, and recycling (bins at each meeting)
- The SAC group voted unanimously to pursue designating SAC meetings as “green” with a few small changes
- The student group will be asked to a meeting in early 2014 to review the steps SAC needs to take for a “green” meeting designation

**Action Items**

<table>
<thead>
<tr>
<th>No.</th>
<th>Action Item</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student group to present on “green” meeting designation</td>
<td>D. Richardson will schedule in consultation with chairs</td>
<td>Early 2014</td>
</tr>
<tr>
<td>2.</td>
<td>Meeting structure will tweak language and report again for a vote</td>
<td>J. Browne and working group</td>
<td>Early 2014</td>
</tr>
<tr>
<td>3.</td>
<td>Workflow/Staff Input will report again for a vote</td>
<td>J. Brown and working group</td>
<td>Early 2014</td>
</tr>
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