

**Staff Advisory General Council Meeting Minutes January 14, 2025**

- **Call to order:** Lawrence
- **November meeting minutes approved**
- **Treasurer update** – Shenna
  - General Fund \$2430.00
  - Ad Hoc \$22.26
  - 5K \$2394.98
- **SAC Communication Plan** – Gina
  - Brainstorming:
    - What we do well now**
      - Member 1 - 5K marketing and communication
      - Member 2 – the support that SAC provide to employees
      - Member 3 – new student orientation/onboarding communication includes info about SAC
    - What we would like to improve**
      - Member 1 – Who we are language needs improving; social media presence; feedback form to gather feedback; better involvement (communicate needs better); recruitment strategy
      - Member 2 – Video to “show and tell” who SAC is
      - Member 3 – SAC onboarding session for new members (reorientation for others)
      - Member 4 – Executive sponsor communication with supervisors to help them understand SAC; determine if there will be an attendance requirement and if so what would it be
      - Member 5 – setting a cadence to communicating with staff (SAC email, TEAMS channel, etc.); channels of communication (TEAMS, SAC email, CougarConnect, etc.)
  - Reviewing our web page**
    - Member 1 – flipflop the first two paragraphs
    - Member 2 – SAC needs to determine Who We Are
  - Communication Plan Committee:**
    - Gina requested SAC members to join committee to create plan that is shared with SAC;
    - SAC members will have opportunity to review and comment on plan
- **Adjournment**