

Annual Report 2003-04

- I. The staff members who served during the past year were Nilda Baker, Carol Dietz (Co-chair), Deidre Gruning (Co-chair), Aruno Johnson, and Al Pollack.

II. Accomplishments

- A. Compiled the updated constituent e-mail lists and distributed them to new and returning SAC representatives. Instructions for effective list usage, and personal assistance were also provided.
- B. The entire SAC web page was updated to reflect the new university branding guidelines as well as current membership and committee information. The website is continually updated with relevant information.
- C. Worked with SAC and management center reps to distribute and post SAC information in areas where constituents do not have regular access to the university email system.
- D. The constituent e-mail lists were updated during the year.
- E. Organized the volunteer schedule for the SAC information and HR snack tables at the Benefits Fair.
- F. Several members of the committee, along with members of the SAC and University Fringe Benefits committees, developed a staff health benefits questionnaire. This questionnaire, approved by Tony Kinslow, was posted on the SAC website on February 12th.
- G. The SACBACK Form alias was updated to have messages forwarded to the entire SAC Executive Committee.

III. Goals for FY 2004-05

- A. A full, annual update and distribution of the constituent e-mail lists, including removal of names that are no longer CASE employees. We will continue to encourage and work with all representatives to initiate and maintain the effective use of their lists.
- B. Continue to work with management center representatives in protective and housekeeping services to improve methods of communicating with constituents who are not regular users of the CASE e-mail system.
- C. Develop and implement a procedure for forwarding constituent emails for SAC reps away from campus or on leaves of absence.
- D. Updating the various standing committee informational posters. Much of the material is now three years old.
- E. Develop and implement a procedure for the timely update of constituent lists with more frequent updates from HR.

NOTE: Meetings for the next fiscal year are scheduled for the second Tuesday of each month at noon in 353 Adelbert Hall. Check the [SAC Communications Committee](#) for actual dates.