

Annual Report 2004-05

- I. The staff members who served during the past year were Carol Dietz (Chair), Rosalyn Foster, Deidre Gruning, Janet Hlavna, Judy Jones, Al Pollack, Paul Schneider and Jason Weiner.

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 by Rick Kramer 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. Worked with SAC committees to update committee posters for display at the HR Benefits fair.
- F. Updated saccom guidelines and distributed this information to the SAC reps.
- G. Reinstated the compilation of SAC committee monthly reports and distribution through the SAC Electronic Newsletter

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. 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 516 Nord Hall. Check the [SAC Communications Committee](#) web page for actual dates.