

RCHSS STAFF MEETING AGENDA

AUG 23, 2022 | 9:30 A.M. TO 11:00 A.M.

HYBRID: SO-3033 OR [Click here to join the meeting](#)

- I. Welcome
 - a. Sobia Mufti (SCMPD)
 - b. Sean Brown (SGIA)
 - c. Rose-Marie Trujillo (ENGL)
- II. Facilities and Operations
 - a. Renovations: SO 5074, Student Study Center, Lobby, Terrace Furniture
 - b. Office Phones
 - c. No Classroom Switches after Drop/Add
- III. Vacancies
 - a. College Operations Coordinator – Dean’s Suite
 - b. Office Manager – Dean’s Suite (paused)
 - c. Communications Team (Multimedia Graphic Designer, Web & Digital Specialist, Public Relations Specialist) – Dean’s Suite
 - d. Business Manager – Business Operations
- IV. Projects
 - a. Culture Survey and Action Plan
 - b. Department Listening Sessions
 - c. Door Access Groups
 - d. Update of DocuSign Instructions
 - e. Realignment of Dean’s Suite Staff Duties and Responsibilities
 - f. Development of Standard Operating Procedures
 - g. Requests?
- V. Upcoming Events
 - a. Staff Meetings Monthly on Tuesdays
 - b. Academic Involvement Fair – August 31
 - c. Donuts with Dean Wednesday, 24 August, 10-11:30 a.m.
 - d. NEXT MEETING: 27 September, 9:30-11 a.m., SO 5074
- VI. New Topics / Q&A
- VII. Adjourn