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