

STRATEGIC ADVISORY COUNCIL

12/4/25

Attendance: Christa Zinke, Christina Kazaryan, Austin Colburn, Larry Cushnie, Malcolm Kihuan, Anthony Clark, Koh Phasomsap (rotating notetaker)

NOTES

BYLAW REVIEW

- A. Philosophy:** The group agreed that the bylaws should remain straightforward and accessible, prioritizing transparency and the rebuilding of trust. Emphasis should be placed on SAC as a bottom-up body that elevates community voice while supporting Cabinet.
- B. Membership:** It was agreed that the current list of SAC members should mirror the membership list used in the recruitment email to ensure consistency and clarity
- i. **Ex-officio:** The group agreed to keep the ex-officio language as written for now. However, members noted that this role could potentially be defined more flexibly in the future (e.g., identifying a Cabinet representative rather than a specific Cabinet position).
 - ii. **Students:** There was interest in expanding student representation in the future, including the possibility of student members beyond USA leadership.

C. Eligibility / Election Process

The current election timeline was described as rigid and cumbersome. Historically, the full election process outlined in the bylaws has not always been followed in practice.

The group emphasized that the most critical elements are:

- I. Clear communication timelines
- II. Meaningful opportunities for feedback from constituency groups

The committee agreed to remove the election of subcommittees (formerly Section B.4).

To better accommodate community schedules, the voting period should be extended from three days to five days.

D. Voting

Members discussed the provision allowing individuals with job assignments in more than one constituency group to vote within each group. Given the breakdown of exempt and classified staff into multiple subcategories, this structure could result in unequal voting power. The group flagged this as a fairness issue that should be addressed.

i.

E. Term of Service:

The group discussed flexibility around term extensions, particularly in cases where all members have completed a full two-year term.

Three options were discussed:

- **Option 1:** Add an appendix outlining an ideal staggered turnover model at the end of a two-year cycle:
 - One-third of members rotate off
 - One-third receive a one-year extension
 - One-third receive a two-year extension
- **Option 2:** Allow members to request a one-year extension beyond their term
- **Option 3:** Conduct an annual review of membership to determine continuation

F. Orientation: no comments – all in agreement

G. Responsibilities of Chair and Co-Chair:

Members noted that the current structure places a significant workload on the Chair. Discussion focused on strengthening the Co-Chair role to better support shared leadership.

Ideas discussed included:

- Clarifying a delegation model between the Chair and Co-Chair
- Shifting selected responsibilities from the Chair to the Co-Chair
- Identifying core Chair responsibilities (noted as items 8, 9, and 10) and determining what can be delegated across the committee
- Exploring what forms of support (e.g., stipends or other resources) could be provided to SAC leadership

The group agreed that agendas should be developed collaboratively by the Chair and Co-Chair.

H. Meetings and Quorum: No concerns were raised regarding meeting structure or quorum requirements. The group agreed with the current language.

I. Subcommittees:

The group discussed SAC's role in budget-related conversations. There was agreement that SAC should support Cabinet-level budget discussions rather than independently managing budgets.

Members expressed mixed perspectives:

- Some were interested in deeper SAC involvement in budget conversations
- Others expressed hesitation, while acknowledging potential value in SAC serving as a key advisory body in budget planning.

This topic needs continued discussion.

J. MEETING CADENCE:

Hybrid participation should remain an option for all SAC meetings.

NEXT STEPS IDENTIFIED:

- The Chair will create a Microsoft Form to collect member availability and inform meeting cadence decisions
- The Chair will create a Microsoft Teams group chat to streamline SAC communications
- The cadence decision will be communicated to members either following a brief meeting or through the Teams chat