**SPRAC Meeting Minutes**  
**November 5, 2012, 3:00 p.m. Rm 913**

**Present:** Lori Amato (Chair), Kristin Fabos, Teresa Macedo, Marcy Wieland  
**Absent:** Charlotte Achen, Alicia Hernandez, Shawn Ogimachi

**Discussion about SPRAC Check Ins/Follow Ups from Past Reductions**

Group discussed what to call these reviews (formerly 6-month reviews but decided by CPC when approved that 6-months was too arbitrary of a milestone)  
Group decided that “Follow Ups” would be a good term.

Discussed email template for 6-Month Reviews’ document presented to CPC and notes Kristin had taken on email template from that CPC Meeting. It was the recollection of SPRAC Members present at the CPC meeting when this “Check-In” was approved that CPC was alright with the template and leaving the modifications of the template and the implementation of the “Check-In” up to SPRAC.

SPRAC members present revisited the list of positions reviewed by SPRAC in the 2011 (Rounds I, II, & III). It may be a good idea to assign two-person teams to reviews and have each team review a category of reductions (i.e. Bookstore)

**Discussed process for Follow Up:**

1. Look up old plans  
2. Identify key issues  
3. Customize last paragraph of email template for each department  
4. Include original plans and SPRAC Report with email template to managers and give to Lori to distribute to managers.  
5. Managers would send email templates to their affected units, giving their staff members a set period of time to respond with their input (7 days)?  
6. For certain groups the process would need to be customized, i.e. put review forms in boxes, as many do not check email during their shifts

* There would not be meetings involved in follow up; all would take place via email.

For the 4 positions that went to Board apparently without SPRAC perhaps send email to those managers – do they want to make notes for the file on how the reduction is working?

While Lori is on vacation, Teresa, Marcy, Kristin and Alicia (?) to divide the positions reviewed by SPRAC in 2011 and create customized email templates for each, then submit to Lori to distribute to managers upon her return.

**Scheduling of Regular SPRAC Meetings**

Fridays are the only days when most members (with the exception of Teresa) are available. It was determined that regular SPRAC meetings would take place Friday mornings from 9:30 – 11:30 a.m. The first, regular SPRAC meeting would be Friday November 30.

Because that date is several weeks away, it was decided SPRAC would hold a check-in meeting on Monday, November 19th from 3:30 – 4:30 p.m., when Lori returns from vacation. SPRAC members should bring the email templates they have created so far.