

SASA WorkGroups, Chairs and Liasons

SASA Workgroup Leadership		
Workgroup	Chair (& Co eList Owner)	Liaison To Gen Mgrs
Bookstore	Tracy Dolan	Mark Scott
Card/ Info Tech	Rob Klish	Glenn Gaslin
Controllers	Ralph Eisenmann	Diane Dimitroff
Food Service	Bill McNamara	Pierre Gagnon
HR	Patti Hoyt	Dave Sengstock
Marketing	Rebecca Stewart	Mark Scott
Transport/Housing	Deb Hanson	Glenn Gaslin

SASA's workgroups are organized pursuant to the SASA Constitution and Bylaws Article SEVEN. SASA Work Groups provide its members with a resource to share problems and their solutions on an ongoing basis, facilitated by SASA eLists 24/7.

Workgroup Chair: is elected by workgroup membership. The SASA President may appoint initial facilitators or Interim Chairs until the group membership has the opportunity to elect a new Chair.

Workgroup Liaisons. Workgroups have a formal Liaison to the SASA Executive Committee, normally the ASC General Manager at the same campus of the Workgroup Chair, so that the General Manager remains aware of the time and effort needed by the Chair, and to facilitate any SASA resources needed by the Workgroup. Workgroup Liaison duties to make certain the workgroup is functioning as intended, and to communicate any resources needed from SASA to the SASA President.

Workgroup Chair Duties:

1. Serve as the primary coordinator of the Workgroup activities such as establishing Annual Objectives/ Priorities/ Tasks to be completed. Tasks may be assigned to a Workgroup by the SASA President and/or Executive Committee.
2. Provide periodic reports (minimally annually) to the SASA President & Liaison on progress on its Objectives/ Tasks.
3. If/ when needed, Identify any SASA resources needed by the Workgroup to the respective Liaison and SASA President
4. Assist in Coordinating Annual Meetings planning, helping to organize presentation sessions of interest.
5. Organize any needed additional meetings of the Workgroup throughout the year, wherever feasible holding joint meetings with other SASA groups.
6. Assist in management of the Work Group's SASA eList: Having the group's Chair perform these duties does help keep the Chair aware of their group's membership changes as they occur. It enhances their recruitment of new members in getting involved with the group, and "connects" SASA as an organization to each individual campus incumbent.

Managing SASA's eLists: SASA's website has basic [listserv instructions](#), [Etiquette](#), and [FAQs](#) you need to be familiar with. UBuffalo's listserve has a pretty easy list owner web interface that automates many of the common listserv issues. The online HELP menu can get rather detailed and complicated if you're not a techie; the SASA eList Coordinator (currently [Rich Bentley](#)) can help navigate what you're seeking to do. The SASA eList Coordinator will program the Chair of each workgroup as a UB ListOwner for that list on the UB Listserv system and "walk you through" your first Log On for common tasks. Once programmed, the Chair will need to log onto the UBuffalo's Listserv at: <http://listserv.buffalo.edu> (left menu bar, select "ListOwner Interface") to establish your password. Once signed on, the UB listserv List Owner Interface becomes available for your routine list management. When an eList subscriber address generates any error, the UB listserv system auto-generates a message to the list owner. Some of the error messages require no action (Recipients eMailbox is full" but is sometimes a precursor that the member has left service at a campus), while other errors ("Recipient not found; no such user") require you to call the campus office/ subscriber to see if they are still there, if they changed their e-address or name change, or if you find they left, get the new incumbent info, then update the subscriber list. The most common eList subscriber error resolution revisions are:

- Deleting/Adding a subscriber, or
- Updating a subscriber's eAddress.
- Update the new member "automated welcome message" (usually a one-time update).
- If a member follows the posted online [listserv instructions to subscribe to a SASA eList](#), - you would receive an automated UB Listserv message to approve them. Many members tend to just send an email request to the list.

When changes (Adds/Deletes and E-mail address changes), you need to notify via eMail:

1. The SASA eList Coordinator ([Rich Bentley](#)) so that the Master eList is updated with the same changes, and
2. The SASA Secy Treas (currently [Ginny Geer-Mentry at Monroe CC](#)) to help keep the master SASA directory file up to date.

Problems/Questions: contact [Rich Bentley](#)