

Department of Dance Faculty Meeting Minutes

Meeting Location:

Thursday, February 26, 2026
12:30 pm - 1:30 pm
Meany Hall Room M-102

Zoom option

<https://washington.zoom.us/j/97470113070?pwd=0b9544o2Fpl7fonJf3bVgHbUKH82aV.1>

Meeting ID: 974 7011 3070

Passcode: 808550

One tap mobile

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Agenda

Present: Rachael Lincoln, Christina Sunardi, Ed Connery, Ellycia Price, Ivy Mason-Sharrah, Doris Black, Jennifer Salk, Juliet McMains, Alana Isiguen, Gwen Cabbage, Paul Moore, Mónica Rojas-Stewart

- Welcome and Announcements from the Chair
 - Visit from new HR Manager and Finance Analyst for our Performing Arts Cohort (moved here from Chair's report)
 - Christina introduces Ivy, Ed and Ellycia
 - Ivy explains more of the rationale for having two different roles of Finance Analyst and HR Manager – so much to keep track of all the time
 - Who to contact
 - If primary focus is money, Ed (Finance Analyst)
 - If primary focus is people, Ellycia (HR Manager)
 - Ivy, Ed, Ellycia, and Christina take questions from faculty and staff
 - When might a faculty member reach out directly to Ellycia or Ed?
 - If want to go on leave and have questions, can reach out to Ellycia

- If want to know balances for funded professorships, grants (such as Jones small grants), start-up money, or concert budgets, contact Ed
 - Note: Ed, as Finance Analyst, doesn't do sponsored research anymore, like RRF and NEAs, that would go through a different person in the research team in the College
 - Note: Invoices to external guests, piano tuners, etc. go through performing arts cohort team of administrative assistants
 - What is Ivy's role in this new structure?
 - Ivy supervises the HR team, is a point of escalation; if things going sideways or wish to give feedback on how things are going, can contact Ivy
 - Robert Young – supervising finance team
 - Heidi Tilghman (also in the Dean's office) – supervising Administrative Assistant Supervisor until April 1st
 - All want to know how the new structure is working, want to receive feedback
 - Physical location of the new cohort staff?
 - Ellycia and Ed have offices in Hutchinson
 - Administrative assistants floating between department/school offices
 - Administrative Assistant supervisor will be based in Dean's office
 - How do the administrative assistants like moving through different spaces?
 - Different takes
 - Christina will update the who to contact for what section in the department handbook and will follow up with faculty and staff, will include Ellycia's, Ed's, Ivy's and Robert's email addresses
- Approval of Meeting Minutes
 - From February 12, 2026 faculty meeting
 - 5 yes, 0 No 0 Yes
- Chair's Report
 - Performing Arts Cohort administrative staffing updates
 - Christina updates on the administrative assistant personnel; are two already working, and the supervisor filling in so have three in rotation; hope to hire a third team member and that this person can start soon

- Faculty Topics
 - Symposium Proposal (Juliet and Mónica)
 - Juliet covers a related matter in terms of scheduling – scheduling of grad research symposium still a little up in the air due to space availability; Juliet will continue to explore possibilities
 - Juliet presents proposal for a 1-day symposium in Autumn 2026
 - Positive response from faculty, consensus to move forward
 - Next steps – determining guests
 - Discuss idea of bringing 1 guest from out of town so can offer a higher honorarium
 - Solicit graduate student input
 - Do we save money by not using the Waterfront Activity Center, use that money for round table participant honorarium?
 - Juliet will do some more planning work and will follow up with faculty again
 - Reservations overload (Jen)
 - Was an issue with RSOs not following reservations policy and booking too much time in the studios
 - Staff is handling this
 - Over the summer, staff will work on reservations system and who has access
 - Updating comp policy (especially around late or additional comp requests)
 - Confirmed the policy on our website and no changes made
 - Determine that ADs should remind dance makers of this policy
 - Also, reminder that are “emergency” comp tickets set aside for each show, as has been the practice; the Artistic Director can give out if show is sold out and a special guest arrives; or Production Manager can give out if the Artistic Director is not at a show
 - Change title of Artistic Director to something like Faculty Facilitator? (Gwen and Rachael) [ran out of time; need to save for a future meeting]
- Departmental Updates and Announcements
 - Dance Majors Concert run this week!
- Agenda Items for Future Meetings
 - Website updates
 - Change title of Artistic Director to something like Faculty Facilitator? (Gwen and Rachael)