Dean’s Staff Advisory Committee
Meeting Minutes
Wednesday, June 26, 2013
2:00 PM, 102 Weaver

Attendance: Ben Bryan (Chair), Brenda Ross, Sean Moeller, Sarah Denes (Treasurer), Lynn Setzler, Tess Wilson (Secretary), Jamie Featherer, Joan Lisle, Sandi Moyer

1. Welcome!
   • New charter/term structure
     o Ben distributed the updated charter; it is available on the DSAC website
   • Unrepresented units
     o Dean’s Office (Sean volunteered to represent this unit)
     o Research, Graduate Studies, Outreach
     o Undergraduate Advising
     o Ben will email unrepresented units to ask them to select reps
   • New DSAC listserv address - umg-up.cla.d sac@groups.ucs.psu.edu

2. Subcommittee Reports
   • Website (Ben Bryan, Stacy Martilotta)
     o Ben will update the DSAC website with current members and their start/end dates
     o Subcommittee will create a FAQ list about DSAC
   • You Rock (Brenda Ross, Jessica Steele, Elaine Prestia)
     o Someone on the subcommittee will be put in charge of purchasing Creamery gift certificates (currently done by staff member of Dean’s office)
     o May nominations – Barb Edwards and Billie Moslak; Huacong Li
     o June nominations – Brad Winters and Shane Freehauf
   • Events (Sarah Denes, Lynn Setzler)
     o DSAC will offer the Bullying in the Workplace program (through Police Services Community Education) in the fall
     o Five OUTS: Surviving an Active Shooter program (also through Police Services) will also be offered sometime this summer
     o DSAC reps will check with their units about interest in any other Police Services programs
     o Events subcommittee will select dates for the above programs
     o Suggestions for other events (training, social events, etc.) DSAC can sponsor or coordinate are welcome!
   • Safety/First Aid (Tess Wilson)
     o Tess will contact Chris Hort and Wendy Buterbaugh about the possibility of offering more CPR-AED certification sessions
DSAC will maintain a list of CLA staff and faculty who received their Red Cross certifications through our trainings in order to send out reminders about recertification before the expiration date; Red Cross certifications are good for 2 years and recertification is free through Health Matters within that time frame.

- Mentoring (Joan Lisle, Sandi Moyer)
  - A list of ideas was handed out and will be emailed to DSAC reps to share with their units.
  - The subcommittee plans to take any and all ideas for what staff would like to see in a mentoring program.
  - Ideas will be separated out based on what could be handled through IT training, WCLP training, and a college-wide orientation program.
  - After discussion, DSAC decided to look into a multi-pronged approach to mentoring and orientation.
    - Website containing basic contact information, FAQs, and other static information.
    - Orientation events and brown-bags hosted by DSAC to allow new employees the chance to meet new people and ask questions.
    - Mentoring program allowing new and existing employees to contact specific people for guidance (possibly based on job description or area of expertise).

3. Miscellaneous
   - Sean will look into having Jill Musser speak at the Fall college-wide meeting to address PSU employee benefits (e.g. employee discounts, special programs, etc.).
   - Possible addition to the DSAC website or the orientation program – a list of available college/university museums, labs, events that employees can visit either individually or as groups.

4. Suggestions from your units - none

5. Upcoming Meetings
   - July 10 – location to be determined; representatives will select a subcommittee to serve on if not already completed; a Co-Chair will also be selected.