

**Dean's Staff Advisory Committee  
Meeting  
Minutes  
Wednesday, May 15, 2013**

Attendance – Jamie Featherer, Tess Wilson, Sandi Moyer, Stacy Martilotta, Joan Lisle, Sonia Stover, Lynn Setzler, Brenda Ross, Elaine Prestia, Bryan Carter; guest – Claudia Horner

**1. Subcommittee Reports**

- Website – no report
- You Rock – 2 submissions but details not available; Elaine will email names to Jamie for inclusion in You Rock of the Year ballot
- Events – no report
- Mentoring
  - Sandi & Joan met to brainstorm ideas for mentoring program
  - Possible topics to be covered through mentoring :
    - CLA organization overview (covered through an orientation subcmte?)
    - Technical details for IBIS/ISIS systems (e.g. navigating budgets, P-card transactions, ERS processing, non-credit approvals)
    - Process improvement meetings (meetings held by specific job groups to discuss procedures, solutions to common problems, etc.)
    - Specialized business skills (e.g. office moves, travel arrangements, contract negotiations, event planning, etc.)
    - Technical and software applications (e.g. contact/ mailing list database management, effective presentations, graphic display of data, creating newsletters, etc.)
  - Any ideas for mentoring topics are welcome and can be sent to Joan Lisle – [jlisle@psu.edu](mailto:jlisle@psu.edu) or Sandi Moyer – [sim1@psu.edu](mailto:sim1@psu.edu)

**2. Civility Workshop**

- “Bullying in the Workplace” Workshop (presented by Sergeant McClellan) held May 2
  - VERY successful – over 60 people signed up and almost 50 attended
  - the presentation resulted in some really great conversation among the attendees
  - DSAC hopes to offer the program again in the future, or try to make it a regular event

**3. College-Wide Meeting**

- Meeting is Thursday, May 30, 2013
- Tentative agenda:
  - 8:15-8:45A – Set-up (Sparks Lobby)
    - Ben, Sarah, Jamie, Sonia, Elaine, Lisa, Brenda
  - 8:45-9:30A – Breakfast (Sparks Lobby)
  - 9:30-10:00A – Dean Welch (121 Sparks)
    - Renovation updates, state of the College, Q&A
  - 10:00-10:15A – Sue Cromwell (121 Sparks)

## **Dean's Staff Advisory Committee**

### **Meeting**

### **Minutes**

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- CWLP, changes from HRDC
- 10:15-10:30A – Sean Moeller (121 Sparks)
  - Changes in annual review process, etc.
  
- 10:30-10:45A – Janet Swim (121 Sparks)
  - College of the Liberal Arts Green Team
- 10:45-11:15A – DSAC
  - You Rock, Accomplishments, etc.
- 11:15-11:30A – Clean-up
  - Joan, Tess, Jessica, Jamie, Lynn
- Powerpoint content to include changes made to DSAC charter and membership
- You Rock of the Year Award ballot – will be sent out May 20.
- Breakfast assignments will be sent by DSAC reps to their units

#### **4. DSAC membership**

- No representatives are currently listed for the following units:
  - Dean's Office & Office of Assoc. Dean for Research & Grad Studies
  - Office of Assoc. Dean for Undergrad Studies & Outreach
  - Willard Support
- 3-4 current DSAC members will be leaving when their term expires this year
- After announcing membership changes at the college-wide meeting, departing members should discuss a replacement with their unit; anyone interested in becoming a member or just getting more info about the committee may attend the June meeting; new members should be prepared to attend the July meeting for the start of their term

#### **5. Suggestions from departments or colleagues - none**

#### **6. Upcoming meetings**

May 30 – college-wide breakfast meeting  
June 12 2PM 124 Sparks