

DSAC Meeting Minutes

January 9, 2013

Committee members present: Jamie Featherer, Ben Bryan, Sean Moeller, Tess Wilson, Jadine Reese, Lynn Setzler, and Sarah Denes

1. Tess Wilson took over Secretary duties until the end of her term (May).
2. Subcommittee Reports:

Website

- No report; subcommittee meeting rescheduled to next week to assign update duties

You Rock

- December nominations: Angela Hill nominated by Amy Homan; Kim Kneas nominated by Jamie Brenner. Jessica said she took care of the certificates.
- One name missing from November nominations; Jamie and Ben checked the data file and the submission was not made.
- Discussion about adding clickable “You Rock” icon on main CLA website to make it easier for people to find the nomination form; Ben said he would talk to Heather about getting this added. Subcommittee may want to think about other ways to increase visibility of You Rock.
- Sean got the Dean’s approval to give each monthly nominee a small prize – coupon for Creamery ice cream. Sean will get the coupons (enough for about a year) but the subcommittee will handle distribution along with certificates.

Mentoring

- Would like to get ideas about what to include in a mentoring program; DSAC members should reach out to their units to get suggestions for specific training subjects or ideas.

Safety & First Aid

- Wendy Buterbaugh has left the college but is still willing to lead CPR/AED trainings as needed.
- Discussion about how to organize sessions – one per semester, one at a time as demand dictates, offer staff a choice of dates then announce most popular, walk-in option if session not full. Jadine will speak to Wendy about her schedule and which of the above options she would prefer.

Civility

- After December meeting, Sean got in touch with Annie Holmes about leading a “Climate Control” program for the college but she will be leaving the university in February; she offered to lead the session if it’s scheduled before she leaves.
- DSAC agreed that we need to try to get this done as soon as possible.
- Sean will talk to Annie about a mid-February date and look into potential locations (Moore Bldg?); if successful, he will email units to strongly encourage attendance as this will be offered as a professional development session

3. Upcoming meetings

- Ben will check into reserving the new IT conference room in Willard for the March meeting
- The April meeting will focus on preparation for the May college-wide staff breakfast meeting; Jamie will arrange a date for the May meeting with the Dean's office

4. No questions or issues raised by colleagues