

Dean's Staff Advisory Committee
Meeting Minutes
Wednesday, February 6, 2013
2:00 PM in 124 Sparks Building

Present: Joan Lisle, Sean Moeller, Stacey Martilotta, Lisa Brooks, Lynn Setzler, Sandi Moyer, Jessica Steele, Brenda Ross, Elaine Prestia, Tess Wilson, Bryan Carter, Ben Bryan, Sarah Denes, Jamie Featherer

1. Treasurer Role

- As Jadine Reese is no longer with the College of the Liberal Arts, the treasurer role had become vacant. Sarah Denes volunteered to take over the treasurer role for DSAC.

2. Subcommittees Reports

- *Website*
 - Subcommittee met and updated the website. They also developed a plan to keep the website updated regularly.
 - Ben said there was a suggestion to create an anonymous "suggestion box" on the DSAC page; the subcommittee will look into it and try to figure out a way to make sure submitter anonymity is possible.
 - Heather Harter will put a link to the You Rock nomination page on the main Faculty/Staff page; the timeline for this is not certain, as she is currently busy with several other projects within the College.
 - The subcommittee talked about creating a feature to highlight a new hire within the College that will appear on either the Faculty/Staff page or the DSAC page.
- *You Rock*
 - January had one nomination: Lisa Pierson (Labor Studies & Employment Relations), nominated by Stephanie Rossman
 - Sean Moeller purchased gift certificates to the Creamery, which will be given to all You Rock nominees each month beginning with the January nominee. Elaine Prestia will keep track and distribute the gift certificates.
- *Events*
 - Several fundraising ideas were discussed, including pastries, hoagies, and t-shirts
 - Also discussed were ideas for social events, such as an end-of-semester pizza party, June ice cream social, and a Spikes group event during the summer
 - College-wide training idea: Jessica and Elaine went to a training offered by Police Services on how to survive an active shooter, and felt that it was well-done and worth offering to our faculty and staff. Sean suggested that each member should check with our unit staff to gauge an interest in this or any other training activity.
 - Elaine mentioned a program offered by University Police about bullying; it was a program she had participated in through PSEOP.

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- *Civility*
 - Sean spoke to Annie Holmes about conducting a mid- to late-February training, but she will have left the University by then
 - Betsy Wills is looking into other training opportunities via Police Services, Center for Workplace Learning, etc. Sean mentioned that programs through the Center for Workplace Learning create a large financial commitment, as the cost for development of a new or custom program is over \$1,000. The College may be willing to do something along those lines, but the program and its purpose would need to be much more defined than what we've discussed so far.
 - DSAC is still committed to offering a civility/anti-bullying workshop; suggestions are welcome for training providers/workshop leaders.

3. Upcoming Meetings:

- Wednesday, 3/6 2:00 PM 124 Sparks Building
- Wednesday, 4/3 2:00 PM ?

4. Suggestions from departments or colleagues

- No suggestions were shared.