

**Dean's Staff Advisory Committee  
Meeting Minutes  
Wednesday, October 3, 2012  
2:00 PM in 502 Keller Building**

**Present:** Michelle Anderson, Theresa Wilson, Elaine Prestia, Elizabeth Osborne, Lynn Setzler, Jadine Reese, Joan Lisle, Ben Bryan, Jamie Featherer, Jessica Steele, Stacey Martilotta

**Absent:** Sonia Stover, Bryan Carter, Amy Tegeder, Lisa Brooks, Sandi Moyer, Brenda Ross

**1. Subcommittee Reports**

- No reports at this time due to short amount of time since last meeting

**2. Subcommittee Meetings**

- All subcommittees should try to meet independently before the November meeting to brainstorm and identify ideas/issues to address (e.g. fundraisers, spring event)

**3. Discussion on Civility Subcommittee**

- With regard to civility survey brought up in the past, felt that the survey patterned from the University Libraries did not serve our intended purpose; discussed whether or not to push for new effort at DSAC level, or to suggest it to USAC at the University level
- A survey specific to CoLA is not likely in DSAC's jurisdiction or capability because of complexity of creating the survey and both analyzing and storing the data collected
- An anonymous email sent to one of the committee members was shared as an example of the need for some sort of effort to address civility in the workplace
- Discussed option of asking for an HR Workshop on the topic of civility in the workplace – would address staff-staff, faculty-staff, staff-student interactions and seek to identify “bullying” in the workplace as well as effective ways of changing the pattern
  - Workshop could be similar to the recent workshop on moving forward after the scandal
  - Jamie will try to schedule meeting with Sean to discuss
- DSAC Members should email their unit staff to share that this type of complaint was brought to our attention, and to ask if anyone else would like to share a similar issue, or would be interested in learning more about ways of identifying issues of civility in the workplace

**4. Discussion on Role of DSAC**

- Should be a sounding board to respond to concerns of the constituents
- Members would like to advocate for staff, but feel discouraged at times because of hands being somewhat tied in many respects
- Social events are also important for morale, but we do not want to simply be a “morale committee”

**5. Upcoming Meetings**

- Dates tentatively set for December 5, January 9, February 6 – awaiting confirmation of rooms in Moore, Sparks, and Keller, respectively

**6. You Rock!**

- Final September nominees included Jessica Fatica, Sarah Denes, Sandi Moyer, Kenyan Cattell, and Leah Smith; certificates disseminated pending email sent to LA Staff

**7. Department/Colleague Suggestions – None at this time**