

Dean's Staff Advisory Committee

Meeting Minutes

Wednesday March 6, 2013

2:00 PM, 124 Sparks Bldg

Present: Jamie Featherer, Ben Bryan, Sarah Denes, Tess Wilson, Sean Moeller, Bryan Carter, Jessica Steele, Sandi Moyer, Lynn Setzler, Lisa Brooks

1. Subcommittee Reports

- Website
 - The website is updated
 - "Submit a You Rock! Nomination" link has been added to the Staff Quick Links list on the Faculty and Staff page of the CLA website
 - Ben will look into consolidating the DSAC "Meeting Minutes" and "Meeting Dates" sections
 - Electronic Suggestion Box
 - The college already has an email address (suggestions@la.psu.edu) available for suggestions from staff and faculty; these emails go to Nicola Kiver in the Dean's office; although she maintains confidentiality, the email is not anonymous
 - DSAC decided to add a suggestion form on the DSAC page for people to submit anonymous suggestions; these submissions will go directly to DSAC and can then be sent to appropriate people or dealt with by the committee
- You Rock
 - Amy Schmoeller nominated by Kim Smith
 - Katy Heltman and Holly Beaver, nominated by Mary Kay Hort and Chris Long
 - Jessica will deliver award and gift certificates
- First Aid/Safety
 - Tess asked all units to gauge interest in holding more CPR-AED sessions; from those who replied, there are about 36 faculty and staff interested in becoming certified
 - Faculty prefer sessions offered during the spring semester, staff generally prefer summer
 - Tess will talk to Chris Hort and Wendy Buterbaugh about arranging class times; will try to have a date that suits faculty either this spring or early in fall, depending on Wendy's schedule

- Civility
 - Sean will check to see if Annie Holmes will be replaced in the Affirmative Action Office or if her workshop materials on workplace bullying can be used by someone else at Penn State
 - He will also get more information from Police Services about the anti-bullying training they mention on their website

2. Report from USAC meeting

- Jamie attended a meeting hosted by the University Staff Advisory Committee; attendees included members from staff advisory committees from other colleges
- USAC is not hearing much from staff and would like to improve communications and connections with staff and college-level SACs
- USAC works with Susan Basso and other university administrators but there is currently no governance authority for staff at any level (e.g. staff has no representation similar to the Faculty Senate for faculty)
- SACs discussed they have problems with staff morale and questions about the purpose and authority of their committees, similar to our own DSAC
- USAC has a newsletter that currently comes out once a semester (link on their website)
- SACs discussed the various ways they seek members

3. Upcoming College-Wide Meeting

- The breakfast meeting will be held Thursday May 30
- The Dean will speak but she would like staff to suggest broad topics they'd like her to address, and specific questions they'd like her to answer; both can be emailed to Nicola Kiver at nkiver@la.psu.edu (emails will be confidential)
- Sean suggested Sue Cromwell from OHR be asked to address staff concerning the changes to OHR and the transition from HRDC to Workplace Learning
- Assignments for breakfast items will be randomly assigned to each unit; these will be announced in April

4. DSAC Membership & Charter

- Jamie reported on membership practices from other SACs across campus; no other DSAC holds anonymous elections, instead they rely more on voluntary membership or unit-based member selection
- DSAC discussed various ways to change membership rules

- Possibilities discussed included changes to term limits (increase from 2 years to 3 to give officers more time to gain experience, stay at 2, do away with limits...), appointment to DSAC by AA or department head, elections or group consensus within units, combining smaller units under one DSAC representative, making it completely voluntary (and allowing more than one person to serve from a unit)...
- We all agreed that the electronic election and surprise announcement of new members at the May meeting will no longer continue
- DSAC members will discuss proposed changes with their units and ask for ideas on how to improve members selection
- DSAC officers are in the process of rewriting the charter to better clarify the role(s) the committee serves and will include new membership rules.

5. No suggestions or ideas from units

6. Upcoming Meetings

- April 3 – 124 Sparks
- May 30 – College-wide meeting in Sparks