

Dean's Staff Advisory Committee

Meeting Minutes

Wednesday April 3, 2013

2:00 PM, 124 Sparks Bldg

Present: Jamie Featherer, Ben Bryan, Sarah Denes, Tess Wilson, Jessica Steele, Sandi Moyer, Lynn Setzler, Lisa Brooks, Brenda Ross, Sonia Stover, Elaine Prestia, Joan Lisle

1. Subcommittee Reports

- Website
 - Updated First Aid training page and added registration for four classes
 - DSAC minutes and meeting dates are now on one page
- You Rock
 - Drew Yingling was nominated twice, by Ben Whitesell and Jamie Brenner
 - Betsy Will was nominated by Faye Maring
 - Bonnie Rossman was nominated by Nicole Force
 - Jessica will distribute Creamery gift certificates; Drew will receive 2!
- First Aid/Safety
 - Wendy Buterbaugh offered a total of 4 dates for certification
 - The two April dates filled up within hours, the May dates also full
 - Future classes will depend on Wendy's willingness and schedule
- Civility
 - Betsy and Sean organized a workshop to be presented by Police Services about bullying in the workplace and announced dates
 - The workshop will be held on April 10 if fewer than 35 people register
 - If more than 35 people register, the May 2 workshop will also open for registration
- Events
 - Nothing to report
- Mentoring
 - Nothing to report

2. College-wide Meeting

- Loose agenda:

8:45 – 9:30 breakfast

9:30 – 9:45 Dean Welch will discuss the state of the college (enrollment, renovations, changes to units)

9:45 – 10 Q & A with the Dean (try to get some questions from staff ahead of time)

10 – 10:15 Sue Cromwell will discuss the transition from HRDC to the Center for Workplace Learning

10:15 – 10:30 Sean will discuss changes to the SRDP system

10:30 – 11 DSAC presentation (accomplishments, future goals, You Rock of the Year, membership and charter changes)

- Slide content for DSAC presentation

- Number of people certified through Red Cross
- Number of people who attended Bullying in the Workplace
- You Rock nominations
- You Rock of the Year winner
- Future DSAC goals
- Changes to charter, membership

- Breakfast assignments will be sent to DSAC representatives and then discussed within units

- Set-up and Clean-up assignments:

Set-up: Ben, Elaine, Sarah, Jamie, Sonia, Brenda

Clean-up: Joan, Tess, Jessica, Elaine

3. DSAC Charter revision & membership changes

- DSAC membership will be **voluntary**; if no one volunteers from a unit, the department head or AA will select someone or hold an election within that unit

- Representation may be based on geographic location provided each unit has a representative; so different units within one building may only have one DSAC rep rather than one from each unit
- Multiple reps from a single building or unit are encouraged and welcomed
- During a member transition, the outgoing rep will work with the incoming rep to introduce them to DSAC, explain what is expected of them, and accompany them to their first meeting
- Proposed charter revisions made by Ben and Jamie will need to be approved by Sean; proposed changes include:
 - Previously discussed membership selection changes
 - Each unit will be responsible for selecting its DSAC representative by whatever means they agree upon (election, appointment, voluntary, etc.); whenever that rep leaves or comes to the end of his/her term, that unit must appoint a replacement
 - Multiple units may coordinate to appoint a single representative for their units (e.g. based on location, etc.)
 - DSAC term begins when the representative starts and will last for 2 years
 - Representatives may serve multiple terms
 - Miscellaneous changes to attendance& participation

4. Update from Sean

- Possible future project for DSAC– implementing a college orientation for new employees
 - Discussion included the following questions - would this be tied into the Mentoring Subcommittee? How can DSAC let staff know about new employees and staff changes? Should we create a Welcome Subcommittee or combine it with Mentoring? Should we create a webpage announcing new employees or highlighting someone each month?

5. Upcoming Meetings

- May 15 – 124 Sparks (pending location approval)
- May 30 – College-wide breakfast meeting