

Dean's Staff Advisory Committee
Meeting Minutes
Wednesday, June 26, 2013
2:00 PM, 102 Weaver

Attendance: Ben Bryan (Chair), Brenda Ross, Sean Moeller, Sarah Denes (Treasurer), Lynn Setzler, Tess Wilson (Secretary), Jamie Featherer, Joan Lisle, Sandi Moyer

1. Welcome!

- New charter/term structure
 - Ben distributed the updated charter; it is available on the DSAC website
- Unrepresented units
 - Dean's Office (Sean volunteered to represent this unit)
 - Research, Graduate Studies, Outreach
 - Undergraduate Advising
 - Ben will email unrepresented units to ask them to select reps
- New DSAC listserv address - umg-up.cla.dsac@groups.ucs.psu.edu

2. Subcommittee Reports

- Website (Ben Bryan, Stacy Martilotta)
 - Ben will update the DSAC website with current members and their start/end dates
 - Subcommittee will create a FAQ list about DSAC
- You Rock (Brenda Ross, Jessica Steele, Elaine Prestia)
 - Someone on the subcommittee will be put in charge of purchasing Creamery gift certificates (currently done by staff member of Dean's office)
 - May nominations – Barb Edwards and Billie Moslak; Huacong Li
 - June nominations – Brad Winters and Shane Freehauf
- Events (Sarah Denes, Lynn Setzler)
 - DSAC will offer the Bullying in the Workplace program (through Police Services Community Education) in the fall
 - Five OUTS: Surviving an Active Shooter program (also through Police Services) will also be offered sometime this summer
 - DSAC reps will check with their units about interest in any other Police Services programs
 - Events subcommittee will select dates for the above programs
 - Suggestions for other events (training, social events, etc.) DSAC can sponsor or coordinate are welcome!
- Safety/First Aid (Tess Wilson)
 - Tess will contact Chris Hort and Wendy Buterbaugh about the possibility of offering more CPR-AED certification sessions

- DSAC will maintain a list of CLA staff and faculty who received their Red Cross certifications through our trainings in order to send out reminders about recertification before the expiration date; Red Cross certifications are good for 2 years and recertification is free through Health Matters within that time frame
- Mentoring (Joan Lisle, Sandi Moyer)
 - A list of ideas was handed out and will be emailed to DSAC reps to share with their units
 - The subcommittee plans to take any and all ideas for what staff would like to see in a mentoring program
 - Ideas will be separated out based on what could be handled through IT training, WCLP training, and a college-wide orientation program
 - After discussion, DSAC decided to look into a multi-pronged approach to mentoring and orientation
 - Website containing basic contact information, FAQs, and other static information
 - Orientation events and brown-bags hosted by DSAC to allow new employees the chance to meet new people and ask questions
 - Mentoring program allowing new and existing employees to contact specific people for guidance (possibly based on job description or area of expertise)

3. Miscellaneous

- Sean will look into having Jill Musser speak at the Fall college-wide meeting to address PSU employee benefits (e.g. employee discounts, special programs, etc.)
- Possible addition to the DSAC website or the orientation program – a list of available college/university museums, labs, events that employees can visit either individually or as groups

4. Suggestions from your units - none

5. Upcoming Meetings

- July 10 – location to be determined; representatives will select a subcommittee to serve on if not already completed; a Co-Chair will also be selected