

**Dean's Staff Advisory Committee  
Meeting Minutes  
Wednesday, June 6, 2012  
3:00 PM in 124 Sparks Building**

**Present:** Joan Lisle, Sandi Rockwell, Jadine Reese, Tess Wilson, Brenda Ross, Georgine Mihalenko, Lisa Brooks, Erin Hetzel, Rowan Cota, Lynn Hepfer, Sandi Moyer, Sonia Stover, Ben Bryan, Elaine Prestia, Elizabeth Osborne, Stacey Martilotta, Jamie Featherer

**Absent:** Katey Burke, Lynn Setzler, Jessica Steele, Bryan Carter, Stephanie Cramer, Carrie Peters, Sean Moeller

**1. Welcome to our new DSAC representatives!**

- Introductions of each person present, including work unit and whether staying, coming, or going
- Distributed name cards to new representatives

**2. Dean Susan Welch – Comments**

Dean Welch spoke about the origins and purpose of DSAC, as well as the value of the committee. She encouraged us to communicate with our work units and to bring their concerns and suggestions to the attention of DSAC, and if warranted, to her.

**3. Review of mission statement, benefits, obligations, charter**

- All information can be found at <http://www.la.psu.edu/dsac>
- Helpful especially to new representatives – all should review

**4. Meeting days/times**

- Agreed to keep regular meeting schedule of the first Wednesday of the month at 2:00 PM
- Next meeting will take place **Wednesday, July 11** at 2:00 PM due to Independence Day holiday and probability of staff taking vacation during the first week of July
- Elaine, Sandi, Jadine, and Jamie will look into meeting rooms for July – September (Moore, Weaver, Sparks, Willard), and Jamie will update committee on set meeting dates/locations at later date

**5. Officer Election**

- Current officers will remain: Jamie Featherer (Chair), Katey Burke (Secretary), Jadine Reese (Treasurer)
- Will need Co-Chair position to be filled – encouraged new representatives to consider volunteering, will revisit in July meeting
  - Co-Chair is responsible primarily for observing Chair throughout the year, and will serve as Chair during second year of term; in the event of absences, may need to cover for Chair to lead a meeting

## 6. Subcommittees for 2012-13 term

- Discussed and described 2011-12 subcommittees
  - Civility Subcommittee might not be carried over, depending on results of discussion with Sean
  - First Aid Subcommittee might not be carried over, unless only to record/track certifications for departments
- Suggested that the Special Projects, Guest Speakers, Events, and Brown Bag Subcommittees should be combined into one subcommittee for the 2012-13 term because of crossover
- Suggestions for initiatives/issues for 2012-13:
  - Polo shirts for staff purchase (casual Friday/summer)
  - Professional development/training opportunities
  - Mentoring/new position transitioning
  - Improvement of welcoming new staff members
- All representatives should think about what they'd like to work on in anticipation of subcommittee signups in July

## 7. You Rock

- Nominees included Sherri Bumbarger and Julianna Chaszar
- Committee decided to vote rather than to "draw name from hat" to determine winner
- Julianna Chaszar received You Rock award by majority vote

## 8. Suggestions from departments or colleagues

- None

## Upcoming Meetings:

Wednesday, 7/11	2:00 PM
Wednesday, 8/1	2:00 PM
Wednesday, 9/5	2:00 PM
Wednesday, 10/3	2:00 PM