

**Dean's Staff Advisory Committee
Meeting Minutes
Wednesday, December 18, 2012
2:00 PM in 502 Keller Building**

Present: Ben Bryan, Joan Lisle, Jadine Reese, Sarah Denes, Elaine Prestia, Brenda Ross, Jessica Steele, Jamie Featherer, Stacey Martilotta

1. Staff Changes

- We discussed the fact that Michelle Anderson had left the university, resulting in a need for a current DSAC member to take over the secretary role. No members volunteered, so discussion was tabled until next meeting.

2. Subcommittees Reports

- *Website* – Subcommittee will meet to discuss necessary updates (You Rock, minutes, meeting dates, etc)
- *You Rock* – Suzanne Bennett was nominated by Katelyn Perry
- *Events* – no report
- *Mentor/Transition* – Subcommittee discussed approach, and decided on a task-oriented, short-term approach. They will solicit ideas from staff for specific skills in which mentorship is desired.
- *First Aid/Safety* – Because Wendy Buterbaugh, who has provided this training, has left the College, we will need to find out whether or not she is obligated to continue providing this training in the future (or if she is willing to do so).

3. Update on Civility Workshop

- The notes provided to the committee with regard to Jamie and Sean's discussion about a civility workshop were reviewed in more detail. Sarah mentioned that the College of Science offered a workshop/training session, facilitated by Annie Holmes, titled "Climate Control." The workshop covered many of the items we had expressed as being important in previous discussions, so it may be a suitable starting point. We also discussed whether this could be offered as a staff-wide meeting rather than a voluntary sign-up.

4. Upcoming Meetings:

- Jamie has reserved 124 Sparks for the January and February meetings; suggestions are needed for March and April.

5. Suggestions from departments or colleagues

- No suggestions were shared.