



TROCAIRE  
COLLEGE  
Staff Advisory Committee

<b>Meeting Name:</b>	Staff Advisory Committee
<b>Facilitator(s):</b>	Danielle Binda
<b>Minutes Taken by:</b>	Michele Brancato
<b>Date:</b>	10/13/2022 (Conference Room 260 at Choate)

<b>Attendees:</b>	Danielle Binda Michelle Brancato Maureen Burns Dave Ferris Tina Hatchett Kate Levy Tracy Rozewicz  Guests: Kim Pecora Kelly Loss
<b>Additional Distribution:</b>	

**MINUTES AND DECISION LOG**

<i><b>WHO</b></i>	<i><b>WHAT</b></i>	<i><b>DISCUSSION</b></i>	<i><b>DECISION</b></i>
All	Approval of Meeting Minutes		Minutes approved by Kate Levy and Tracy Rozewicz
All	<ul style="list-style-type: none"> <li>• SAC Policy #143</li> </ul>	<ul style="list-style-type: none"> <li>• Clarification on Section 4 of Policy - SAC brings problem to AAC-AAC makes the determination on who is responsible for resolution of problem</li> </ul> <p>Updates to Policy 143</p> <ul style="list-style-type: none"> <li>• Membership of SAC is now 10%-12% of Trocaire staff</li> <li>• New term dates start June 1</li> <li>• Final month of yearly term is for transition purposes</li> <li>• SAC members need attend 75% of SAC meetings within their term year</li> <li>• SAC members can be dismissed if not fulfilling duties</li> </ul>	
All	New Action Items	<p>Active Shooter Training The training was great</p> <ul style="list-style-type: none"> <li>• Safety concerns include: Easy access to student facing areas (ie. Admissions, Library) Vulnerability when waiting outside for the building to open for the day Vulnerability for staff who deal with delicate student issues</li> </ul>	

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		<p>Ability of people outside the College to walk into building</p> <ul style="list-style-type: none"> <li>• Possible solutions that are inexpensive to implement include:                      Tags to put on doors to verify empty rooms                      Volunteers on each floor to confirm no one is still on the floor in the event of an emergency                      All staff wearing their ID badge                      Visitor passes                      Staff who work late leave together                      Swipe cards (but not always effective)</li> <li>• Other thoughts, observations                      Small, inexpensive updates are possible                      we are more likely to see change/results if several groups from the College voice their concerns</li> </ul>	
Tracy	New Action Items	<p>VSP Presentation                      VSP Presentation is in the works- HR would like to know what questions people have regarding VSP time</p>	Email Tracy with questions relating to VSP
All	New Action Items	<p>Cider and donuts event</p> <ul style="list-style-type: none"> <li>- Finance will be hosting a cider &amp; donut event- the event is for Trocaire faculty and staff &amp; is free</li> <li>-SAC will do a similar event and discuss dates to hold their event</li> </ul>	

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<i>WHO</i>	<i>WHAT</i>	<i>DISCUSSION</i>	<i>DECISION</i>
All	New Action Items	SAC election of President Elect -Kate and Michele both offered to run -Kate will be President elect -Michele will be Secretary	