



Staff Advisory Committee

Meeting Name:	Staff Advisory Committee
Facilitator(s):	Danielle Binda
Minutes Taken by:	Michele Brancato
Date:	11/17/2022 (Conference Room 260 at Choate)

Attendees:	Danielle Binda Michelle Brancato Maureen Burns Dave Ferris Tina Hatchett Kate Levy Christine Whipkey Guests: Kelsey Wagner
Additional Distribution:	

MINUTES AND DECISION LOG			
WHO	WHAT	DISCUSSION	DECISION
D. Binda	Approval of Meeting Minutes		Minutes approved by Tina Hatchett Christine Whipkey
All	<ul style="list-style-type: none"> • SAC Policy #143 	<p>AAC Suggestions:</p> <ul style="list-style-type: none"> -Yearly evaluation of goals and projection of next year's goals -Diversity within SAC membership <ul style="list-style-type: none"> -Elections and meetings are open to everyone with no exclusions on the basis of work status -Current policy is 'SAC is open to diverse opinions and concerns' -How do other committees such as Faculty Senate address diversity? How do committees at Medaille College do this? 	<ul style="list-style-type: none"> -Goals will be evaluated over the summer, go to AAC then to President <p>Change policy to read 'SAC is open to any and all opinions and concerns'</p>
D. Binda, M. Brancato, K.Levy	Security	<p>Per Dr. Linn</p> <ul style="list-style-type: none"> - We are an open campus-locking down and swipe cards will not happen because we are not in a high crime area -Is this more of an internal safety concern issue? (Agreed) <ul style="list-style-type: none"> -We need to use processes for disciplinary action - We need education- all staff training 	Follow up with Dr. Linn about conflict resolution and other training

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		<ul style="list-style-type: none"> - We need to know what is considered classroom management and what is non classroom management -we need to know the procedures to file incident reports which includes getting the names of students involved in incident - we should be aware of the student code of conduct -Things such as installing locks on doors, adding blinds can be handled through individual departments 	
D. Binda, M. Brancato, K.Levy	Trocaire/Medaille	<ul style="list-style-type: none"> -Trocaire filed to acquire Medaille -It now needs to go through the state accrediting board -We will know more by July at the earliest -Will affect senior administration level employees more than those at the staff level -The integration will make us better and stronger -SAC members need to squash rumors 	
D. Binda K.Levy	Open SAC Seat	<ul style="list-style-type: none"> -Open SAC seat will not be filled at this time as our number of members still meet the 10-12% criteria -We will reach out to HR in March to see if the seat needs to be filled then -Will need to fill Tracy's seat on awards committee 	SAC will not fill the vacant seat right now- will revisit with HR in March

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M. Burns	SAC/Finance Cider and Donuts	<ul style="list-style-type: none"> -Order Paula's donuts online -Cider from Wegmans -Cups, plates, napkins-Depts to check their supplies and let Maureen know if they have any that can be used 	
D. Binda	<p>New Action Items:</p> <p>Dec. holiday celebration/team up with Mission</p> <p>SAC Budget 2023-2024</p>	<ul style="list-style-type: none"> -Hot cocoa and cookies -Need to find out faculty's last day on campus so we can set a date -Held in the Commons -Chef Chris is a possibility to help with event -Need to reach out to Tim Sember <p>-Requesting an SAC budget of \$6500: \$3500 for training \$3000 for Supplies and other expenses</p>	Dr. Linn will review and present to AAC

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WHO	WHAT	DISCUSSION	DECISION
	Spring meeting dates	Tentative dates are: Feb. 16 Mar. 16 Apr. 13 May 11 June 15 July 13	
Kelsey	Next agenda topic: Work from home policy	Policy is unfair – issues with: -computer compatibility -broadband reliability -IT has refigured a few laptops	