



Staff Advisory Committee

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| Meeting Name: | Staff Advisory Committee |
| Facilitator(s): | Kate Levy |
| Minutes Taken by: | Michele Brancato |
| Date: | 12/15/2022 (Desmon Boardroom) |

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| Attendees: | Danielle Binda (virtually) Michelle Brancato Maureen Burns Tina Hatchett Kate Levy |
| | Guests: Kelsey Wagner Kim Pecora Kelly Loss |
| Additional Distribution: | |

| MINUTES AND DECISION LOG | | | |
|---------------------------------|-----------------------------|--|--|
| WHO | WHAT | DISCUSSION | DECISION |
| K. Levy | Approval of Meeting Minutes | | Minutes approved by Tina Hatchett 2 nd by Michele Brancato |
| D. Binda | SAC Policy #143 | -Sent to Jan to approve updates to policy regarding diversity -Approved by AAC -Now awaiting approval by President | |
| D. Binda, | SAC 2023-2024 Budget update | The budget has been submitted No movement yet- we are still waiting | |
| K. Levy | Security update | Most security concerns are with situations involving students There have been discussions at AAC re:Code of conduct and student conduct AAC will continue to discuss There has been confusion as to who to call first in an emergency situation- Trocaire security of police? Current system is being reviewed to provide clarification on security's role | |

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| K. Levy | Spring semester meeting dates | We may have a Teams meeting in January Thurs. Feb. 16 th Thurs. March 16 th Thurs. April 13 th Thurs. May 11 th Thurs. June 15 th Thurs. July 13 th All at 10:30-noon in either room 260 or Boardroom Maureen will update website Michele will send a Blaze notice | |
| K. Levy | SAC special election | Christine had to drop SAC due to other commitments As a result we need to hold a special election Will post in the Blaze-ask for nominations & see how many people we get. People can nominate themselves There will be a run-off if more people are interested We need to make sure we are not going over our cap Election committee will meet to discuss | |
| K. Levy | Fall SAC events Nov event- donuts and cider/Dec event Hot chocolate & cookies | Events were very well-received Thank-you emails were received in Staff advisory email | |

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| | | <p>Hot water valve didn't work on water cooler in the boardroom but Maryke let us use the one in her office</p> <p>1st appreciation event in awhile</p> <p>What worked</p> <p>Low-budget events work</p> <p>Will continue small events until we can do bigger events</p> <p>Things to consider for future events</p> <p>An event later in the day</p> <p>Move tables so people can face each other when sitting</p> <p>2 depts go in on a big event</p> <p>Ensure dept coverage when employees are attending events</p> <p>1 ½ hours is a good time limit</p> <p>Maybe do an event at 2 separate times?</p> <p>Notice at end of event as to where to find leftovers</p> <p>Schedule events so they staggered throughout the year</p> <p>Other Issues</p> <p>Are other departments willing to sponsor?</p> <p>SAC can't be a party only committee</p> <p>-Should we tie in something SAC related to event?</p> <p>-Suggestion box?</p> <p>-Easel announcing event- to be more visible</p> <p>-Are work-study students included in events?</p> | |

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| K Levy | Feb. 2023 "Superbowl" party | <p>Sponsored by IT Wed. Feb. 8th 11:30-1pm or 12-2</p> <p>There may be interest from Faculty Senate to co/sponsor</p> <p>Pizza- order from Macy's-vote for favorite pizza Should have a vegetarian option</p> <p>Wear Bills gear</p> <p>What if there is a snow day on day of event</p> <p>Possibly have a potluck</p> <ul style="list-style-type: none"> -bring in apps -Do football squares for prizes- squares are given to those who bring a dish to pass -Sign-up for things to bring to potluck, so that we avoid duplication | <p>-Kate will email faculty senate to see if there in interest in participating</p> <p>-Kate will send a survey to see if there is interest in people bringing potluck</p> <p>-Kate will book the Boardroom for 2/8, 2/9 & 2/10 so it is available in case of a snow day</p> |
| K. Levy | Inclement weather/working remote | <p>We were not prepared for Nov. weather event:</p> <ul style="list-style-type: none"> -Laptops not available for employees to bring home -Some employees with laptops were unable to work remote because their laptop was not updated because the updating needs to be done at work -no cloud is a challenge -remote desktop should be available -The policy of WFH or take VSP is unfair if employees are not provided with the equipment to properly do their job remotely <p>Recommendations:</p> <ul style="list-style-type: none"> -Give employees remote desktop w/instructions | |

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| | | <p>-IT should be available for support- possibly through Teams -If Trocaire does not provide you with WFH materials you should not be required to take VSP -Allow employees to WFH occasionally so they are accustomed to working remote when necessary -Yearly guide sent to employees around Mid-Oct/early Nov with reminders, how to, etc.</p> | |
| K. Levy | VSP Education | <p>Bank is earned time-why can't it be used or paid out? You can roll 75 hours into your bank but you can't use more than your annual accrual Bank is designed for disability, FMLA, PFLA When you leave Trocaire you can receive 25% of the time in your bank up to 187 hrs.</p> | <p>-Still confused -Still unhappy -Convo needs to continue SAC should come up with suggestions</p> |