

Staff Advisory Committee

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| ***Meeting Name:*** | Staff Advisory Committee | ***Attendees:*** | Maureen Burns  Tina Hatchett  Kate Levy  Kelly Loss  Guests:  Genevieve Kruly |
| ***Facilitator(s):*** | Kate Levy |
| ***Additional Distribution****:* |  |
| ***Minutes Taken by:*** | Maureen Burns |
| ***Date:*** | 2/16/2022 (Desmon Boardroom) |

| **MINUTES AND DECISION LOG** | | | |
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| ***WHO*** | ***WHAT*** | ***DISCUSSION*** | ***DECISION*** |
| K. Levy | Approval of Meeting Minutes |  | Minutes approved by Tina Hatchett  2nd by Michele Brancato |
|  | Quick Updates | -edits to SAC policy in process of approval  -budget is in the process of being approved -need to find out if budget will be increased if/when size of staff increases  -Security issues still unresolved on the AAC level |  |
| Shani Smith | VSP | -unused VSP time from previous fiscal year is put into a bank which can be used early in the new fiscal year before VSP time has been accumulated, so that your VSP time is not showing as negative early in the new fiscal year  -VSP time can also be used for medial absences and to supplement disability  -Fraction of VSP paid out upon retirement  -Donating unused VSP to people who need it has been done in the past – can we explore an option where people can choose to have their unused VSP go into an emergency VSP bank for those who need it? (something like this to be used for new Medaille employees who have not yet accumulated VSP?)  -Doesn’t seem to be much documentation on the faculty/staff resources page on how VSP works  -Shani should be the contact for VSP questions  -PC needs to have a handle on how VSP works so that it can be properly explained to new Medaille employees |  |
| K. Levy | Follow up to Feb 14th meeting | -Challenging to combine the 2 college cultures  -Interactions with Medaille employees have been good so far.  -much of Medialle’s staff have left the college  -Trocaire should start soon to make connections with Medialle counterparts  -The variety of programs offered will benefit students |  |
| K. Levy | Feb 23 Mardi Gras party | -We purchased beverage dispensers, so we have them for the next event |  |
| K. Levy | Future events | -We should plan another event before June:  a potluck  Easter egg hunt  Day of service with potluck or barbarque at Transit  Day of service at Medaille- should focus more on community than religion  Service could be an office/campus cleanup or an event with TroGreen |  |
| K. Levy | ID Badges | Policy was updated April 2019 – maybe section of policy that covers mandatory wearing of badges should be revisited  -mandatory badges may make sense with a bigger student population/buying lanyards for everyone could help ensure everyone wears their badge at all times  -Building cleanliness is also an issue, which leads to people not wanting to touch things (ie railings) which then becomes a safety issue  -Suggestion of a safety defense driving class where you get $$ returned to you upon completion of course  -People with mobility impairments need to know how to safely exit the building  -needs to be a better plan for fire safety  -Can we get CPR/defibulator training? |  |
| K Levy | Inclement weather/working remote | The College needs to be prepared for the possibility of working from home  -unless you don’t have wifi, employees should be able to do something work related (ie- training activities)  -the goal is to eventually give all employees a laptop |  |
| K. Levy | Open floor  Onboarding | -laptops for remote work should be given to employees as part of the onboarding process  -There should be a checklist of things to be done for new employees  -Maybe have a virtual orientation for new employees  -There is a committee being formed to create a new onboarding process  -Will the college pay for WiFi access for someone who doesn’t have it? Hot spots can be provided  -Monthly ‘meet the department’ communication with photos of department members  -Communications in the Blaze introducing new employees an announcing when current employees enter new roles  -Welcome gift(s) for new employees |  |