

Staff Advisory Committee

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| ***Meeting Name:*** | Staff Advisory Committee | ***Attendees:*** | Michele Brancato  Maureen Burns  Tina Hatchett  Kate Levy  Kelly Loss  Absent: Danielle Binda  Kim Pecora |
| ***Facilitator(s):*** | Kate Levy |
| ***Additional Distribution****:* |  |
| ***Minutes Taken by:*** | Michele Brancato |
| ***Date:*** | 3/16/2023 (Desmon Boardroom) |

| **MINUTES AND DECISION LOG** | | | | | | |
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| ***WHO*** | | ***WHAT*** | ***DISCUSSION*** | | | ***DECISION*** |
| K. Levy | | Approval of Meeting Minutes |  | | | Minutes approved by Kelly Loss  2nd by Tina Hatchett |
| K. Levy | | Quick Updates | -Welcome back Danielle  -Farewell Kim  -SAC Policy #143-Dr.Linn waiting to get most recent copy from Danielle for Dr. Deeb to sign  SAC 2023-2024 Budget-MB & KL met with Dr. Linn – no news is good news, but Kate may check with Mike C to find out status  If/when out # of staff greatly increases, we can expect an increase in our budget too  After finalization of partnership, we can reach out to Medaille’s staff council regarding SAC  -Student conduct- Issues continue both in classrooms and at clinical sites. Suggested that Kathy S does a presentation at the next All College meeting covering what falls under the Code of Conduct and how to properly address and report conduct issues  Both students and staff need to know how to report issues and follow thru with those procedures  -Inclement weather preparedness-remote work procedures should be given to new employees as part of onboarding. Recommendation that HR&IT send inclement weather reminder out to employees in October. Employees and their supervisor both need to be on top of this  -Items to bring to AAC: ID badge policy requiring all employees to wear their ID badge & CPR/AED training – confirming no liability issues | | |  |
| K. Levy | | Medaille Update | -Meetings with Medaille faculty/staff taking place now- Dr. Deeb provides overview- Jan talks compensation and benefits, tuition exchange  -Majority of Medaille employees should get employment offers  -Concern from Medaille staff is whether TC will make them a job offer (-ie. Is there limit etc.) | | |  |
| K. Levy | | April 2023 Easter Egg Hunt | -budget has been approved  -hide 75 eggs- 48 w/candy-27 w/bigger prizes- Kelly has a space to keep the prizes- Emails sent during the week to keep people engaged- Need to hide eggs at some point – Monday April 3rd hiding day- April 4&5 people look for eggs  Trocaire apparel for staff- still looking into it-Kate will follow up with Dr. Linn | | | -Maureen Michele & Kelly to shop for items |
| K. Levy | | Staff awards | -Haven’t been done since 2019  -Staff Appreciation & Staff Excellence- we can make edits to existing criteria  -reached out to Lauren to talk to GAP (Global Achievement Project) for event – potluck of foods from their countires  -need a Trocaire internal calendar | | | Kate will start looking at current award criteria |
| K. Levy | | SAC Elections | -New people take over in June-hold elections in April or May  -members of SAC who have been serving a long time should think about if they want to continue. | | |  |
| K. Levy | | Employee Appreciation – Summer 2023 | -HR & PC on board with an employee appreciation event sponsored by HR and/or PC- Jan will look to see how it was handled in the past  -Event will take place before Aug. 1st.  -Location will be based on price  -Staff awards will be announced at the event  -All employees invited | | |  |
| K Loss | | Kelly’s safety corner | -Sanitation of railings- facilities advised it was not in their contract | | | -Kelly will continue conversations with Mike C |
| K. Levy | | Employee Spotlight in The Blaze | -Every month feature one or two depts..  -SAC will pick the departments to feature | | |  |
| K. Levy | | My Trocaire-Faculty and Staff Resources | Should look over and make edits and recommendations  -Calendar of events here?  -TV monitors around the building | | SAC will start looking over | |
| K. Levy | Open Floor: Questions/Comments/Concerns | | | None |  | |