

Staff Advisory Committee

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| ***Meeting Name:*** | Staff Advisory Committee | ***Attendees:*** | Danielle BindaMichele BrancatoMaureen BurnsTina HatchettKate LevyKelly LossGuest:Genevieve Kruly  |
| ***Facilitator(s):*** | Danielle Binda |
| ***Additional Distribution****:* |  |
| ***Minutes Taken by:*** | Maureen Burns & Michele Brancato |
| ***Date:*** | 5/11/2023 (Desmon Boardroom) |

| **MINUTES AND DECISION LOG** |
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| ***WHO*** | ***WHAT*** | ***DISCUSSION*** | ***DECISION*** |
| D. Binda | Approval of Meeting Minutes | Approved by K. Levy 2nd by T Hatchett |  |
| D. BindaK. Levy | Old action items-Security | Kelly Loss is Trocaire’s new Safety CoordinatorConsultant reviewed building for safety and provided an 8 pg. report$1500 in signage orderedEMS will be updatedFire warden training to take placeLocks for inside doors to be ordered-portable locksRich no longer part of fire evacuation team, Rich will only be conducting the fire drill and will evacuate the building Smoking and vaping on sidewalks & back parking lot is OK because it is public spaceNew AED machines will be purchasedNarcan to be purchased, nasal spray can be administrated, locations will be determindedSafety Consultant returns to campus for a visit on May 25Security meetings to be held quarterly with the entire campus community2 safety wardens will be assisgned per floor There is too much signage around the building | There is a designated smoking spotAED machines on the 4th floor will be replaced |
| D. Binda | New action item-Board of Trustees meeting | Budget was approved-2% increase for salary and wagesThere Will be an increase in tuitionFall and Spring enrollment was down, but decrease in revenue was worked out within the budgetFall 2023 projections for enrolment enrollment look goodEndowed scholarship campaign is over and now dissolvedSoiree exceeded goals  |  |
| D Binda | Old action items-Staff Advisory new membership |  New SAC members:Joanne WarrenAmanda BiondolilloAdam Moore | Danielle Binda will contact Amanda for confirmation that Amanda wants to serve on SAC |
| D. Binda | Staff appreciation party | Blackthorn will cost $5800Tewksberry Tewksbury will cost $6200Possible dates 6/8, 6/22, 6/29 | Danielle to write out estimates and send to Mike |
| D. Binda | Staff appreciation awards | Possible awards:Framed plaqueCandle for a favor for all staffFlowers$50 gift cardNo nominations yet | Danielle to send out email reminder |
| D. Binda | Events-Ice Cream social (May) Summer event (July) | May event- Ice cream social- ~~Get crushed ice from Lauren~~ice cream fixings barFriday May 12th Suggestion-ethnic-themed potluck –people bring dishes from their ethnic backgroundRafflesEnd of July for event | Look into ice cream machine vs. getting ice cream |
| D. Binda | SAC officers for next year  | Michele would like to stay on as secretaryPresident elect - wait till August to see what happens |  |
| D. Binda | Trocaire/Medaille acquisition | NYSED New York State Education Department visit went well |  |