

Staff Advisory Committee

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| ***Meeting Name:*** | Staff Advisory Committee | ***Attendees:*** | Danielle Binda  Michele Brancato  Maureen Burns  Tina Hatchett  Kate Levy  Kelly Loss  Guest:  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. Binda  K. Levy | Old action items-Security | Kelly Loss is Trocaire’s new Safety Coordinator  Consultant reviewed building for safety and provided an 8 pg. report  $1500 in signage ordered  EMS will be updated  Fire warden training to take place  Locks for inside doors to be ordered-portable locks  Rich 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 space  New AED machines will be purchased  Narcan to be purchased, nasal spray can be administrated, locations will be determinded  Safety Consultant returns to campus for a visit on May 25  Security meetings to be held quarterly with the entire campus community  2 safety wardens will be assisgned per floor  There is too much signage around the building | There is a designated smoking spot  AED 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 wages  There Will be an increase in tuition  Fall and Spring enrollment was down, but decrease in revenue was worked out within the budget  Fall 2023 projections for enrolment enrollment look good  Endowed scholarship campaign is over and now dissolved  Soiree exceeded goals |  |
| D Binda | Old action items-Staff Advisory new membership | New SAC members:  Joanne Warren  Amanda Biondolillo  Adam Moore | Danielle Binda will contact Amanda for confirmation that Amanda wants to serve on SAC |
| D. Binda | Staff appreciation party | Blackthorn will cost $5800  Tewksberry Tewksbury will cost $6200  Possible dates 6/8, 6/22, 6/29 | Danielle to write out estimates and send to Mike |
| D. Binda | Staff appreciation awards | Possible awards:  Framed plaque  Candle for a favor for all staff  Flowers  $50 gift card  No 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 bar  Friday May 12th  Suggestion-ethnic-themed potluck –people bring dishes from their ethnic background  Raffles  End 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 secretary  President elect - wait till August to see what happens |  |
| D. Binda | Trocaire/Medaille acquisition | NYSED New York State Education Department visit went well |  |