

Staff Advisory Committee

December 12, 2013

The meeting was called to order at 9:15 a.m. by chairman Dona Gaynor.

Attending: Dona Gaynor, Karen Brown, Terri Plotner, Christopher Whitman, Lisa Petrillo, Mary Cromer, Carla Howell, Gayle Duncombe, Dan Parnell, John Meyer, Jason Griggs, Shirley Czekanski, Sharon Carnohan, Liz Kyle, Rupert Pattison, Leslie Savoie. Remotely from River's Edge: Vanay Syme

Guest: Jared Campbell, Instructional Technology - Instructional Technologist

The minutes from the Nov. 13, 2013 meeting were read and approved.

The Chair introduced Jared Campbell who was invited to the meeting to show committee members how to use new technology that is available on campus. Jared demonstrated how to use Google Hangout on a Mondo Pad as a way to conduct meetings with individuals at remote locations. The intent of the demonstration was to encourage staff to utilize technology to communicate more effectively with co-workers. Instructional technology offers training in several other types of technology that can make our jobs easier and staff should be encouraged to take advantage of these resources.

The sustenance sub-committee reported that while it would be possible to set up a food pantry on campus, employees who need help might not feel comfortable seeking out this type of assistance at work. It was determined that it might be better to partner with local churches or food banks and there could be food drives held on campus at different times of the year that would support individual charities. This would help raise awareness of the community resources for those who might need it, while allowing employees to contribute to these worthy causes. The committee could provide leadership by supporting some these efforts during our social events.

The safety sub-committee reported that they met with representatives of the faculty senate who are studying the parking issue and they plan to present recommendations at the next faculty senate meeting. The committee will wait to see the recommendations and will support them with our own recommendations that might be more focused on staff needs and concerns. Everyone agreed that we want to be on the same page as the faculty senate before moving forward. The communications sub-committee reported that they have identified other universities who have tackled similar communication problems and that they will study some of these universities to see if there are best practices that might work at this institution.

The meeting was adjourned at 11:10 am. The next meeting will be January 8, 2013.