

Staff Advisory Committee

Jan. 14, 2015

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

Attending: Dona Gaynor, Liz Kyle, Sharon Carnohan, Chris Whitman, Evan Olson, John Meyer, Jason Griggs, Chris Finn, Lisa Petrillo, Kristie Kwong, Karen Brown, Dominic Lombardi, Lee Martucci, Gayle Duncombe, Denise Flutie, Shirley Czekanski, Mary Cromer, Kathy Villegas, Danielle Maltese
Special Guest: Kevin Graham, Chief of Security

The minutes from the Dec. 12, 2014 meeting were reviewed and approved.

The committee invited Kevin Graham, Chief of Security, to the meeting to discuss their concerns surrounding a campus lockdown situation back in September. Many staff did not know the proper procedures to follow in this situation. Mr. Graham stated that an emergency plan had just been completed at the time of the incident and since the incident, it has been made available online on the security website. He informed the committee that there are plans for employee training to ensure that everyone will be better prepared for future incidents. He also discussed the emergency notification system and encouraged everyone to make sure their emergency contact information is correct. The committee also asked Mr. Graham about some of the other safety issues that have been discussed in the past including crosswalk safety and the dangers of students crossing Babcock Street where cars are turning out of the campus. Mr. Graham noted that there is only so much that security staff can do in some of the situations and that everyone needs to be cautious.

The committee felt that the university is taking steps to address the problems that arose from the lockdown situation and that no further recommendations in that area should be needed. The benefits subcommittee reported that they may speak to HR about advertising the SLB during the Open Enrollment sessions to help raise awareness of this benefit. The engagement subcommittee reported that they are exploring the idea of an Open House concept during Spring Break where employees could visit departments and learn more about their services. The outreach subcommittee is planning an outreach event to River's Edge in April and the membership subcommittee will meet to determine which departments should be targeted for membership. The committee also discussed ways of memorializing Diane Deaton, the first Chair of the Staff Advisory Committee, who recently passed away.

The meeting was called at 10:41 am. The meeting will be held on Friday, February 13, 2015 in 7th Floor Crawford at 9:15am.