

Minutes, Staff Advisory Group, February 24, 2016

1. January 27, 2016 Minutes were approved.
2. The SAG Steering Committee Structure Description was handed out and reviewed.
3. Lori Dawson and Sherry Ankeny discussed the Facilities Working Group's proposal to invite Dan Rodecker to a SAG meeting. The group went over the list of questions that have been proposed to submit to Dan to avoid blindsiding him and to avoid sounding like the group is attacking him. It was discussed that our primary focus is to develop an understanding of facilities/housekeeping procedures in order to understand how best to keep our areas clean and in good repair. The group agrees that the primary interest is to learn what tasks are considered routine and what tasks require a work order. It is the intent of the Facilities Working Group to invite Dan to an SAG meeting either next month or as soon as possible.
4. Paula Brehm suggested that facilities/housekeeping implement a work order system similar to the IT work order system, which would be a good way to keep track of who has been assigned to a work order and what the progress on the job is.
5. It was suggested that a new working group be formed on health and wellness, but Barbara Beck informed the group that such a working group already existed and was soon to send out a survey to inquire as to what sort of wellness activities the campus staff/faculty would be interested in. The survey covers everything from cooking healthy food to offering healthy food choices on campus to smoking cessation, from physical health to spiritual health to financial health.
6. Involving more administrative assistants in SAG meetings was again discussed. The group touched on the idea of utilizing technology again to allow administrative assistants to either join the SAG meeting virtually or to connect with each other virtually. Kelly Hammond suggested earlier meetings as a time when more administrative assistants might be able to come.
7. Auden Thomas from the Middle States Steering Committee discussed the upcoming Middle States review and offered a brief history of college accreditation. She encouraged everyone to read at least the 1st 7 pages of the self-study, which hits on all of the high points. The self-study focuses on integrated learning. A team of 5 professionals from northeast colleges will be on campus March 6-9, 2016. Lisa Christenson advises everyone to be on their toes during that week. The inspectors could ask questions of anyone. This is not the time to air grievances. On the morning of March 9, 2016, from 10 to 11 a.m. there will be an open meeting in Gannett Auditorium in which the chair of the visiting team will report its findings. All are encouraged to attend. Lisa indicated that the college wants an A on the self-study and no recommendations that the team return to review any corrections.
8. Rebecca Shepherd discussed the idea of organizing an SAG party that would involve live music and good food. It was suggested that it be after graduation, but it was also suggested that near the beginning of the Fall 2016 semester would be good. It was suggested that it be at a time when union employees could attend. A Christmas party off-campus was also discussed. One attendee asked if there was a budget for the SAG group, and Barbara Beck indicated that it was being discussed. Who would organize the party was discussed, and Paula Brehm suggested listing the tasks necessary and suggesting that people volunteer for the jobs. If the jobs are not filled, then there would be no party. Raffles and door prizes were suggested to draw staff to the party. It was suggested to form another working group to plan the party.
9. Rebecca Shepherd asked that everyone review the SAG website, which is currently being managed by Idalia Sepulveda, and make suggestions for improving it. Jen Castellani suggested that the area to make suggestions and ask questions be moved further up on the page. Rebecca indicated that maybe announcements could also be posted on the website.
10. Sherry Ankeny announced a big basketball game. Paula Brehm announced a work out group and that a group of staff were going to Vapor in March and invited anyone interested to join. Lori Dawson announced that the Dance Department was now offering advanced ticket sales. Jamin Totino encouraged everyone to nominate students for the Student Leadership Award. Mariel Martin announced 2nd Biennial NY6 Spectrum Conference for LGBTQIA students, faculty and staff on February 27-28.

In attendance: Sherry Ankeny, Barbara Beck, Paula Brehm, Jen Castellani, Lisa Christenson, Lori Dawson, Kelly Hammond, Mariel Martin, Amanda McEnery, Michelle Murray, Rebecca Shepard, Joe Stankovich, Auden Thomas, and Jamin Totino.