# Penn State Worthington Scranton Staff Advisory Council – PSWSSAC Meeting Minutes – General Assembly

## November 29, 2016

## 9:30 am Sherbine Lounge

1. **Call to order at 9:35 am by Mary Lance, Chair**
2. **Approval of minutes from last meeting by Mary Lance, Chair.** Motion made by Julie Gilpatrick and seconded by Griff Lewis.
3. **Message from Dr. Wafa. Mary Lance presented the following information on behalf of Dr. Wafa who was not able to attend the Council meeting.**
4. Dr. Wafa would like members of the campus to join with local community members for the upcoming Diversity Circles. The first series of Diversity Circles was very successful. The next session will start Monday, January 23rd and will run for 5 sessions. The session after that will begin March 20th and will also take place over 5 sessions. Please contact Martin Lacayo, Parminder Parmar or Karin Machluf about attending one of these programs.
5. Dr. Wafa asked staff to mark their calendars to participate in the upcoming Martin Luther King Day Program, “A Peaceful Tomorrow.” The program will be held Monday, January 16 from 12 to 3:30 in the View Café.
6. The following new hires were announced: Brent Pennington in IT, Alissa Carter and Michael “Jake” Hinton in Facilities/Maintenance, Corinne Nulton in Academic Advising, Jill Lennon in the Nursing Sim Lab, and Natalie Kulick in the Library.
7. Faculty and other positions available: There are four full time faculty positions available in Business, Biology, Corporate Communication and English. There is also a part-time position available for a Science Lab Tech, full-time Administrative Assistant positions in the Center for Business Development and Community Outreach, and a part-time Writing Tutor in the Learning Center.
8. Kim Bogdon noted positions are also available for a full- and 2 part- time Public Safety Officers. As of the next fiscal year (July) all campuses will move to regional oversight of a University Police department staffed by police officers. They will no longer be called Security Offices.
9. **Report of Officers**
10. Chair, Mary Lance - Mary Lance gave updates on recent programming including the massages and the Chili Cook off. Julie Gilpatrick was the winner of the contest and took home the $25 gift Certificate. The Winter themed door decorating contest is underway. So far 10 offices have signed up to participate. Dr. Wafa will judge the doors on the afternoon of Wednesday, December 14th. Tentative arrangements were made to announce the winner of the door decorating contest at the annual holiday pot luck party which will likely be held on Thursday, December 15th. Michelle Nicoteri will confirm the date and email the campus.
11. Treasurer, Christy Healey – No report as Christy was absent.
12. **Unfinished Business** – none at this time
13. **New Business** – Sandy Feather asked if there is any interest in a cookie swap for the holidays. Sandy will follow up with an email to the campus. Suzanne Morgan asked about posting signs when a room is reserved to prevent interruptions particularly for the Sherbine Lounge which is very heavily utilized by students. Brad Kovaleski will follow up with Gene Grogan. Deb Johnson also asked if there is a policy about hanging signs around campus. Brad Kovaleski said there is a policy that will be distributed to the campus in the near future as it is in the process of being updated.
14. **Announcements** – Griff Lewis announced that the Faculty Development Day is open to Staff as well as Faculty and will be held on January 5, 2017. There is still time to register but Griff anticipates slots will fill since the program is open to other campuses. The focus of the program is Canvas which can now be used for groups as well as classes.

**VIII. Motion to Adjourn** - 9:55 am made by Mary Ann Joyce and seconded by Julie Gilpatrick

**Next PSWSSAC Meeting: Thursday, January 26, 2017 at 9:30 a.m. in the Sherbine Lounge.**

Respectfully submitted,

Eileen Giovagnoli, PSWSSAC committee member and Learning Center Coordinator