

Dental Staff Advisory Council
Meeting Minutes
8.10.2011
9:00 am to 10:00 am
Room 511B

Members present:

Nell Herbert
Margo Landy
Geneva Gonzales
Valeria Donald
Armando Ortega

Staff participants:

Mari Okumura
Mario Moraila

1. Nell & Margo: update on managers & directors meeting
 - The following was presented at the Manager/Directors Meeting
 - Updated on classes the DSAC wished to sponsor.
 - Volunteer program DSAC has been working on.
 - Degree completion program update
 - Feedback from group was enthusiastic and supportive.
2. Armando, Margo & Nell: update on conversation with Learnit
 - Armando, Nell and Margo participated in a phone call with training vendor Learnit to discuss a series of training courses that focused on Communication Skills and Change Management.
 - Price quoted was \$10,365 for 3 days of courses
 - Action items:
 - Discuss additional discount with Learnit and IT Dept (group).
 - Marketing – on monitors (Margo)
 - Learnit offered session at no cost (Armando will attend October 2011 session)
3. Armando: update on volunteer policy
 - Reviewed volunteer policy that Pacific is considering.
 - Devon currently working on connecting to volunteering resources/organizations
 - Provides team building opportunities
 - Action items:
 - Continue building volunteer resources database (Devon to lead)
4. Treasury update (In Devon's absence presented by Armando)
 - Reviewed latest budget data. \$3000 available for fiscal year.
 - Action items:
 - Create schedule of events/programs for fiscal year period. Bring suggestions to next meeting and costs associated with each. (Group)
 - Outline anticipated funds for yearly schedule. (Devon)

Additional discussions:

5. Discussed meeting time change to Thursday morning
 - Action items: Nell will send email to committee members for feedback on time change
6. DSAC response to feedback forms collected at the DSAC Lunch and Learn. Nell and Margo creating response to question submitted on feedback forms and will provide draft at next meeting.
7. Preliminary planning of October Perks begun. Date of perks selected to be Monday October 31, 2011. Additional planning next DSAC meeting.