Staff Assembly Council Meeting Minutes  
November 13, 2015, 9:15am

Present: Yvonne, Terry, Linda, Amy, Joan, and Chau-Fang  
Absent: Ryan

Staff Assembly Charter and By-laws

Language Reminders:

- Any communication regarding participation in this event and any other Staff Assembly sponsored event should include: The senior staff encourages interested employees to talk with their supervisor about attending this valuable event. NONE of our communication should reference "release time." If we want Senior Staff to send an additional note to their department members, Staff Assembly will draft the notice and send to Senior Staff for distribution.
- When we note an event is funded by, how do we note it:
  - Per Karen Leach: All funded by the college, don't attribute funding source. It's sponsored by Staff Assembly.
- Any communication that comes from the Staff Assembly Council or a committee needs to be sent from the staff@hamilton.edu account (the exception is the Wellness Committee). All other committees are noted by their name followed by “of the Staff Assembly.”

Our agenda:

1. Approve minutes:  
   a. Terri moves to approve, Yvonne and Amy second

2. Preparation for Staff Assembly Meeting(s)  
   a. Future Meeting dates:  
      1. December 9, 2015 – Joan Stewart

1. Agenda  
   - Welcome and announcements
     ○ Introduction of new employees
     ○ President still on, Linda will check with Sherri
     ○ Joan will check to see if Amy James wants to gather some singers/entertainment (just until meeting starts - so entertainment starting at 8:30am?)
     ○ President will make holiday announcements
   - Staff Assembly Committee reports
     ○ Communications
     ○ EEPD - Bon Appetit will do cooking classes in January; Terry is still lining them up
     ○ Wellness
     ○ Nominations - Special Election
   - Presentations
Potential: Jeff McArn; could talk about Chaplaincy? Also invite Croghan and Hillel? (15 minutes)
End meeting with ~15 minutes of socializing/holiday greeting for staff while entertainment goes on?
Amy James - does she want to do a last minute appeal for anything else needed in her gifts/baskets (Linda will send info in e-mail announcement about meeting). She can also make announcement for Day of Service (MLK, Jr. Day)

- Space Reserved- Chau-Fang
- Food order- Terry - will look into holiday cookies
- Anything else?
  - Joan will find out about the Community Outreach
  - Could we organize a donation (can of food or coat drive, etc)?

2. February 24, 2016
3. April 6, 2016 – Joan Stewart

3. LeadershipFX- “Tell us a story. What is leadership in your role?”
   a. Jeff Landry? Did Candace check with Jeff Landry about this???
      i. If Jeff McArn doesn’t work, could we ask Jeff Landry? Candice had spoken with him about this before she left.
   b. Andrew Jillings?
   c. Amy James?
   d. Noelle Niznik?
   e. David Smallen?
   f. Susan Mason?
   g. Joan Stewart?

5. Discussion items:
   a. Budget for Staff Council Assembly
      Will Council members please look at updated 16-17 budget before Linda submits to Karen? Linda will send out email reminder for Council members
   b. Community Outreach
      1. Update Community Outreach Campaign Solicitation - how is that going.
      2. When to send out reminder? I may be behind the times
         1. Deadline is 12/4(?)
         2. Send out reminder on 11/30 with links to page
   c. Fall Sick Bank/Vacation communication/solicitation
      1. Update - deadline 12/31; communication already went out; first week of December, another message will go out
d. There are 2 open positions on the Staff Assembly Council. We will have special elections/nominations
   1. Election Results
      1. Someone needs to step into Wellness Committee
      2. One of two new members will step in to EEPD. The other would be Wellness or Nominations or Communications
      3. Find out next week who of the new Council members wants to step into which roles
      4. Ryan has a list of interested volunteers also

e. Review any tasks that may need attention: Staff Assembly Planning Calendar
   1. Address any outstanding Discussion Items from feedback from the Community
      i. two different feedback trackers: - table for 2015-16 Council
         1. Discussion Items from feedback from the Community
         2. Staff Assembly Feedback Form
      ii. Note any items that need to be brought to the attention of Karen Leach and Steve Stemkoski: 2016-17 discussion items for Karen Leach and Steve Stemkoski
         1. developing policy for who is invited to Summer Community Lunches - table for 2015-16 Council
            December 1st meeting to talk about proposal
            Pros: liked the mix of locations; people could go inside to Opus or KJ when we were at McEwan; do we want to try Science Center too?
            Cons: - Should we try to do a Moveable Feast next year? KTSA as a possible location...

Other items: These are on hold until we get a full council then decide what is next.
   1. Conclude assessment of interests survey
      a. Full Results: Survey Results, Length Results, Skills Results, Comments
      b. Pru has been approved as a Senior Leadership Fellow, part of the appointment includes working with Staff Assembly Council on survey and anything else we might come up with
      c. who will be Council follow-up on this?
   2. 2014-15 outstanding items to wrap up
   3. annual report
   4. 2016-2017 goals

Committee Reports:
Communications-
   1. Working on Around the Hill; sent e-mails out for information
   2.
   3.
Employee Environment and Professional Development
   1.
   2.
   3.

Nominations-
   1.
   2.
   3.

Wellness-
   1. Personal Trainers
   2. *Nothing to report*
   3.