Staff Assembly Council Meeting Minutes
December 4, 2015, 9:15am

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

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:
  o 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:
   1. From Friday, November 20th meeting
2. Preparation for Staff Assembly Meeting(s)
   a. Future Meeting dates:
      1. ?? - December 9, 2015 – Joan Stewart - verified - If we want comments I will email Joan. Crucial Conversation campus wide meetings are scheduled for Dec 1 and Dec 10.
         1. Agenda - Do we want comments on what is going on on campus with the Movement and other??
         2. Email Karen to find out who can address what is going with the Movement
   ● Welcome and announcements
      o Introduction of new employees
         ■ Amy P. will introduce the new employees, and then Amy James
      o Amy James - COOP Holiday outreach
   ● Staff Assembly Committee reports
      o Communications
      o EEPD
      o Wellness
      o Nominations - Special Election
• Presentations
  ○ Jeff McArn
    ■ He is presenting on his own
    ■ Needs access to the website
• Space Reserved- Chau-Fang
• Food order- Terry
• Anything else?
  ○ Two students will provide music; no Physical Plant needs for them
  ○ Tables and A/V are all set for meeting otherwise
  ○ For reminder e-mail, we will add Jeff McArn to the schedule and then also mention the canned food drive

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 - he wants to know what we want him to talk about
   b. Andrew Jillings?
   c. Amy James?
   d. Noelle Niznik?
   e. David Smallen?
   f. Susan Mason?
   g. Joan Stewart?

5. Discussion items:
      1. Proposal for Summer Community Lunches - review Terry’s email
      2. **Please update the Goals for Staff Assembly for 2016 - 2016-2017 goals** These need to be updated before next Staff Council meeting on Dec 4th.
      3. Training
   b. The Movement and other things going on Campus that will affect everyone.
      1. *Joan K. is e-mailing Karen*
   c. 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

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. 2015-16 outstanding items to wrap up
3. annual report
4. 2016-2017 goals

Committee Reports:

Communications-
1. Deadline for Around the Hill is TODAY!
2.
3.

Employee Environment and Professional Development
1. Luncheon Walkabout - will be do-able! Commons East Quad will work. One central point for the rain dates (or “warm” days - too hot or too windy) when they are at the Terrace will be the Annex. Bon Appetit will make the rain call by 8am Wednesday morning, so we can e-mail everyone in a timely fashion.
2. We’ll try to do Arts & Crafts Fair again this year.
3. Culinary classes are questionable because they are during winter break and that is when Bon Appetit usually do repairs to their kitchens.

Nominations-
1.
2.
3.

Wellness-
1. Resolution Revolution Keynote Speaker cannot make it, so they are looking for alternatives.
2.
3.

Community Outreach from President’s Office due today!