Staff Assembly Council Minutes for April 10, 2015
Members present: Katrina Schell, Ahn Murphy, Terry Lapinski, Linda Lacelle, Yvonne Schick, Joan Kane
Members absent: Jay Bonham, Candice Redden, Bobby Evans

Our agenda:
1. Designate secretary for the day - Joan Kane
2. Approve minutes: March 27, 2015 - Anh approved, Terry seconded
3. Discussion items:
   a. We seem to be on track with the Staff Assembly Planning Calendar
      i. We need to be mindful of Katrina’s summer schedule when we initiate the
         transition to new council members in June.
   b. Staff Assembly Meeting
      i. Meeting was well done - some said “best ever!”
      ii. Comment that there should be less moving around near the mic and
          suggestions were made. (hand held mic, move podium, have group sit
          closer to podium). We agreed to keep this in mind for the next meeting.
      iii. The amount of food was right. We had very few leftovers. Thumbs up on
           the lemon water and yogurt.
      iv. Isaacson Miller presentation - good presentation. Some people have
          opinions that were not expressed in the SA meeting because it is a public
          forum. The meeting the following day (April 9) was also an open meeting
          in which some might not have felt free to speak. We discussed ways to
          make the Staff have a voice in the selection process, such as reaching
          out to selection committee members with specific concerns.
   v. We also discussed the variance in opinions between faculty and staff at
      the search firm meetings.
   c. Community lunches planning
      i. 2015-2016 budget
         1. $1046.20 of $3,100 spent as of April 8, 2015
         2. Terry met with Dannelle Parker, Don Croft and Reuben Haag
            about this summer’s community lunches. The group is meeting
            again to discuss the best options for luncheon locations with the
            possibility of half of the lunches at McEwen and half at the Pub.
            There are costs involved with moving locations and we will get
            more information by the end of April.
         3. Lunches are paid for from a President’s Office budget line (in
            beige on the spreadsheet).
   d. Address any outstanding Discussion Items from feedback from the Community
      1. The SAC members agrees to merge the two forms once we are
         assured that they are not shared publicly.
      2. Discussion Items from feedback from the Community
3. **Staff Assembly Feedback Form**

e. Develop **2015-16 Goals**
   i. An new goal was added that we attempt to arrange a meeting with the Faculty, Student and Staff Assemblies in order to foster better understanding.

3. **Other items:**
   a. Conduct **assessment of interests survey**
      i. timeline for conducting survey
         1. send out Tuesday 4/14, leave open as long as possible, reminder email near end of second week
         2. get through survey and compilation by early May
   b. 2014-15 outstanding items to wrap up
      i. annual report - katrina and Jay will work on this
      ii. goals-leadership/pro development survey next steps
      iii. permissions clean-up (removing access for those no longer on council)

4. **Committee Reports:**
   Communications -
      1. Around the Hill issue - good feedback, good content
   Employee Environment and Professional Development -
      1. Working on goals for next year
   Nominations -
      1. First email sent for nominations
   Wellness -
      1. Hamtrek is May 1
         a. Joan will talk to the committee about making sure the walking course is well marked
         2. “Bring a Buddy” program to screenings and work outs - in the works for next academic year.

Respectfully submitted,
Joan Kane