Staff Assembly Council Meeting Minutes
April 24th 2015, 9 a.m

Present: Candice, Joan, Katrina, Terry, Yvonne, Linda
Absent: Bobby, Jay, Anh

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:

Approve minutes: April 10, 2015
Terry approved. Linda seconded.

Discussion items:

a. Review any tasks that may need attention: Staff Assembly Planning Calendar
   i. Community lunches planning
      1. Community lunches
         a. Terry reaching out to Bon Appetit again about potential McEwen switch vs Pub.
            i. Potential to do ½ dates each location?
            ii. To support Physical Plant and Bon Appetit, if it doesn’t work for them, we’ll stick with Pub.
            iii. If Annex isn’t available, then push for McEwen
      b. Additions? Swipe, name-tags for summer help.
      c. Rain call is always an issue- moving indoors.
   ii. 2015-2016 budget
      1. $1046.20 of $3,100 spent as of April 22, 2015
   b. Address any outstanding Discussion Items from feedback from the Community
      i. two different feedback trackers:
         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: **2014-15 discussion items for Karen Leach and Steve Stemkoski**

   c. Develop **2015-16 Goals**
      i. Joan and Katrina will meet in June to look at dead links in PDF conversions
      
      
   Other items:
   a. Conduct **assessment of interests survey**
      i. 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
      
      ii. timeline for conducting survey
         1. sent out Wednesday 4/15, leave open as long as possible, reminder email near end of second week (5/6)
         2. End date? 5/8
         3. get through survey and compilation by early May (5/31?)
            a. Ask Pru to compile data
   b. 2014-15 outstanding items to wrap up
      i. annual report
      ii. elections
         1. council
         2. co-chairs
         3. committees
      iii. 2015-2016 goals (see above)
      iv. leadership/pro development survey next steps
      v. permissions clean-up (removing access for those no longer on council)

4. Committee Reports:
   Communications-
   1. Summer issue of Around the Hill
   2. Employee Spotlight
   3. Goal- share documents with Staff Assembly

   Employee Environment and Professional Development -
   1. Getting to know Hamilton staying
   2. Culinary classes are staying
   3. Library tour, Haunted Hamilton all staying. Adding “glen tour?”
   4. ‘Welcome to Hamilton’ program
      a. Adding mug or other ‘welcome gift’?
      b. Joan will share Wellness Committee members list

Nominations-
1. accepted nomination
   1.1. Amy Palmieri
   1.2. Beth Bohstedt
   1.3. Cheney Cronin
   1.4. Liz Del Giudice
   1.5. Linda Lacelle
   1.6. Ryan Mahanna

2. nominated, need to confirm
   2.1. Kimberly Williams
   2.2. Chau-Fang Lin

3. 5/8/15 meeting can be placement meeting.

4. Reminder email - 5/5

Wellness-
  1. HamTrek - May 1. No pre-registration for walk.
  2. Buddy-system - additional wellness cup points for motivational teams