Staff Assembly Council Meeting Minutes  
June 2nd  2015, 9 a.m

Present: Candice, Joan, Katrina, Yvonne, Jay, Linda, Chau-Fang, Ryan, Amy  
Absent:  Bobby, Terry

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: May 22, 2015
   a. Approved by Jay, Seconded by Yvonne

2. Overview of Staff Assembly & Council
   a. what gets done in Staff Assembly meetings
      i. Send out a reminder to Senior Staff emphasising importance of attendance?
      ii. Reminders for smooth meetings:
          1. Remind speakers of the time constraint for their session.
          2. Secure presentations on our drive before meeting.
          3. Quick announcements- 2-5 minute limit.
          4. First meeting requires extra time for New Employee Intro.
             a. Add this to first announcement email instead?
             b. Add to email and then just do name/department, stand and acknowledge?
iii. theme?
   1. Professional development and leadership.

iv. confirm dates
   1. 9/15 (Tuesday)
   2. 10/21 (Wednesday)
   3. 12/9 (Wednesday)
   4. 2/24 (Wednesday)
   5. 4/6 (Wednesday)
      a. Check on Plant Schedule for the Spring meetings.
      b. Change one Spring meeting to a Tuesday.

v. securing guest speakers
   1. Office spotlight
      a. Are we focusing on offices who do leadership development for staff or students?
      b. If we focus on staff we can highlight the Ashoka Award and efforts with Pru.
      c. If we focus on students we have a depth of offices to present.
   2. college updates - budget, construction, benefits, etc.
   3. President Stewart
   4. ad hoc
   5. announcement or presentation
   6. time constraints

vi. committee reports

vii. any other announcements

viii. begin Council meetings end of August
   1. plan first Assembly meeting
      a. Try to plan meetings the Friday before Assembly?
      b. Set schedule for next Assembly at that meeting?
   2. plan first co-chair meeting w/Karen & Steve
      a. Some time in September? Earlier is better.
      b. Some time in January for follow-up.

1. Discussion items:
   a. Review any tasks that may need attention: Staff Assembly Planning Calendar
      i. Community lunches planning
         1. Linda signed menus.
2. Work orders are in.
3. Joan has schedule for music planned.

ii. Ice cream break
   1. Gloria's Ice Cream Truck
   2. Some coordination w/ HR: Mike Thayer
   3. Amy P. will coordinate.
   4. Date: August 11th - Tuesday

iii. **2015-2016 budget**
   1. $1046.20 of $3,100 spent as of June 1, 2015
   2. Coffee hour/Ice Cream truck come out of our budget?
      a. If not, we need to add a note to the budget tracker.
      
      b. 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]
               a. Consolidate feedback form and Discussion Items?
                  i. feedback is anonymous, discussion is not.
                     1. New council will decide.
               
               b. Some grumbles from people about swiping at Community lunch.
               
               c. Any possibility of the document shredder being available for staff? Once a year?
                  i. EEPD? Or whole council question?
   
      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]
         
         1. developing policy for who is invited to Summer Community Lunches - table for 2015-16 Council

1. Other items:
   
   a. Conclude [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. KMS email results to Pru
      
      iii. who will be Council follow-up on this?
1. Once elections are done, Katrina will send it along.

b. 2014-15 outstanding items to wrap up
   i. annual report
      1. Everyone should look at the document and comment by Friday.
   ii. elections
      1. Co-chairs - Linda Lacelle and Candice Redden
      2. Secretary - Chau-Fang Lin
      3. Committees - June 2
         1. EEPD- Terry, Bobby
         2. Wellness- Joan
         3. Nominations- Ryan
         4. Communications- Yvonne, Amy
   iii. transition leadership
      1. First council meeting? August 21- 9:15-10:30am
         a. Chau-Fang will reserve the room.
   iv. 2015-2016 goals - Jay is in review.
   v. Google Drive clean-up - done!
   vi. listserv updates - done!

1. Committee Reports:
2. Communications- none
3. Employee Environment and Professional Development - none
4. Nominations- none
5. Wellness- none