Staff Assembly Council Meeting Minutes
May 8th 2015, 9 a.m

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

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: April 24, 2015
   a. Approved by Jay. Seconded by Joan.

2. Discussion items:
   a. Review any tasks that may need attention: Staff Assembly Planning Calendar
      i. 2015-2016 Assembly meeting dates
         1. fall (3)
            a. Sept 15th, Oct 14th, Dec 9th
         2. spring (2)
            a. Jan 12th, Feb 24th, April 6th
         3. We will decide whether to keep Dec 9th or Jan 12th
      ii. Community lunches planning
          1. Bon Appetit and Physical Plant met with Terry. Decided on splitting dates:
             b. McEwen- July 15th, July 22nd, July 29th, August 5th.
                * Arts and Crafts day Aug 5th - Schanbach/ Opus 1.
          2. Will need table setup outside McEwen. Opus will be open for seating. McEwen only for rain.
3. Card reader- logistically difficult. Would need SA member to man it. Also, equipment would need to get picked up/ dropped with Dannelle. Will use a clicker for certain.
   a. First McEwen date could be swipe experiment. - July 15
   b. Can ask Wellness volunteers.
4. Terry will send an email to campus regarding changes to location, reminders for RSVP and respect for lunches, smoke-free reminder, and menu-changes disclaimer. Adding “To ensure enough food…” before RSVP link.

iii. **2015-2016 budget**
   1. $1046.20 of $3,100 spent as of May 6, 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
      1. Establish policy for who’s invited to Summer Lunch.

c. Develop **2015-16 Goals**
   i. Each committee needs to get their goals submitted.

3. 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 (May 15?)
            a. Jay will send reminder.
         2. get through survey and compilation by early June (date?)
   b. 2014-15 outstanding items to wrap up
      i. annual report - KMS will draft
      ii. elections
         1. council
         2. co-chairs
         3. committees
      iii. transition leadership
         1. 5/22 - first transition meeting?
         2. 6/2 - seems to work for everyone for follow up.
         3. 6/12 - KMS last day of fiscal year (second transition meeting?)
         4. 6/19 - Jay last day
5. Joan will be out Mon/Fri in summers.
6. Terry will be out June 4 thru early July.
iv. 2015-2016 goals - Jay will finalize
v. leadership/pro development survey next steps
vi. permissions clean-up (removing access for those no longer on council)

4. Committee Reports:
   Communications-
   1. Around the Hill- in progress.
   2. Employee Spotlight went out. Next one today.

Employee Environment and Professional Development -
   1. Getting to Know Hamilton in summer
      1.1. Rebecca Murtaugh - TSA Arts Tour.
      1.2. Glen House tour - HOC - Andrew Jillings
      1.3. Possible Library tour
      1.4. Possible Outdoor Movie Night
      1.5. Possible Community garden tour- June or July.
   2. Employee Arts & Crafts Event - Aug 5th in Opus/McEwen Breezeway.
      2.1. Looking for exhibitors.

Nominations-
   1. Announcements next Friday, the 15th.
   2. accepted nomination
      2.1. Amy Palmieri
      2.2. Beth Bohstedt
      2.3. Cheney Cronin
      2.4. Liz Del Giudice
      2.5. Linda Lacelle
      2.6. Ryan Mahanna
      2.7. Chau-Fang Lin

Wellness-
   1. HamTrek was successful. 41 teams, 80 individuals.
   2. Wellness Cup events not tallied yet.

Other business:
-Jay Williams - does the college have a mechanism for health wishes considerations?
-DNR on file? etc?
-Diann Lynch can field that question. Or HR? Katrina will ask Steve.