Staff Assembly Council Meeting Minutes  
August 28, 2015, 9:15 a.m.

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

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: June 2nd 2015
   a. Meeting room changed with no technology, so discussion focused mainly on what was to be discussed with Pru at the next Council meeting and also on agenda items for first Fall Staff Assembly Meeting on Sept 15.

2. Overview of Staff Assembly & Council
   a. what gets done in Staff Assembly meetings
      i. Theme- Professional Development and Leadership
         1. Want to include leadership of students as well as employees
         2. Speakers should try to tie in leadership to their presentations
      ii. Pru Bushnell - results and road ahead
         1. For meeting on 9/11, Pru would like the Council to look at all survey results and think about strategic ways to accomplish leadership activities without undue burden (on the Council)
      iii. confirm dates
         1. 9/15 (Tuesday) - request to speak from D. Thompson
a. Joan will give the Wellness updates at the 9/15 meeting instead of D. Thompson

2. 10/14 (Wednesday) - requests to speak from T. Hill, D. Walden, L. Magnarelli
   a. Will have L. Magnarelli give a short update on Title IX and the importance of CSAs during the 9/15 meeting; T. Hill [trans* group] and D. Walden [Counseling Center] will speak at 10/14 meeting with another possible leadership speaker - a Coach or LITS rep?

3. 12/9 (Wednesday) OR 1/12 (Tuesday)
4. 2/24 (Wednesday)
5. 4/6 (Wednesday)

iv. securing guest speakers
   1. Office spotlight
   2. college updates - budget, construction, benefits, etc.
      a. S. Stemkoski has no updates for the 9/15 Meeting

3. President Stewart
   a. will be out of town for 9/15 meeting? Maybe no remarks from her.

4. ad hoc
5. announcement or presentation
6. time constraints

v. committee reports

vi. any other announcements
   1. plan first Assembly meeting
   2. plan first co-chair meeting w/Karen & Steve

1. Discussion items:
   a. Review any tasks that may need attention: Staff Assembly Planning Calendar
      i. Community Lunches Recap
         ii. Ice Cream Social Recap
            1. no complaints, but confusion over “Root” parking lot stop
      iii. 2015-2016 budget
         1. $1046.20 of $3,100 spent as of June 1, 2015
   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
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. Full Results: Survey Results, Length Results, Skills Results, Comments
      
      ii. 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
      
      iii. KMS email results to Pru
      
      iv. who will be Council follow-up on this?

   b. 2014-15 outstanding items to wrap up
      
      i. annual report
      
      ii. 2015-2016 goals
      
      iii. Google Drive clean-up - done!
      
      iv. listserv updates - done!

1. Committee Reports:

   Communications-

   1.
   2.

   Employee Environment and Professional Development -

   1.
   2.

   Nominations-

   1.
   2.

   Wellness-

   1.
   2.