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: August 28th 2015
   a. Approved by Joan Kane. Seconded by Candice Redden.

2. Preparation for next Staff Assembly Meeting
   a. 9/15/15 9am.
      i. Agenda:

      1. Lisa Magnarelli- Title IX- 10 min
      2. Dave Thompson - Cup Anncmnt/ new Wellness Initiative -10 min
      3. Announce Office Spotlight. - 2 min
      4. Introductions- 10 min
      5. Committee Reports- 10 min

      ii. Space Reserved & Food Ordered
iii. Food order?

iv. Anything else?

1. Office Spotlight
   a. Concepts of leadership within an office
   b. Someone who is working on a leadership initiative on campus
      i. survey community to gather leadership and professional development
         that already exists.

2. Pru Bushnell Consultation
   a. Compile list of Professional Development and Leadership opportunities.
      i. Decide where that list needs to exist (Staff Assembly page, Human
         Resources, etc.)
   b. Use Staff Assembly for information sharing (create need/share resources)
   c. It’s useful to just get the results of the survey to the staff. (some things are self-
      directed or can be directed by the person who asked for it.)
      i. From that, build the most requested and most sustainable format and
         topics.
   d. Workshops presented by members of the Staff Community on areas of expertise.
   e. Workshops- piggybacking on what is offered to the students (Susan Mason?
      Chris Willamson)
      i. A Summer Leadership Institute for staff in Summer?
         1. Conference available to outer community?
   f. If we build a new event, we will need a new committee, or we will need
      volunteers from other places.
   g. Discuss the strategy for building a “community of learning” amongst staff.

3. Pru’s suggestion to consider Staff Assembly to the new President
4. Discussion items:
   a. Review any tasks that may need attention: Staff Assembly Planning Calendar
      i. Community Lunches Recap
      ii. Ice Cream Social Recap
      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
      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
   2. 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. 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.
   3.
   4.
   5.
   6.
   7.
   8.

   Employee Environment and Professional Development -

   1.
   2.
   3.
   4.
   5.
   6.
   7.
   8.

   Nominations-

   1.
   2.