Staff Assembly Council Meeting Minutes
September 25, 2015, 9:15 a.m.

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

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:
  o 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: Minutes from 9/11/15 meeting
   - Linda moved to approve minutes, Terry seconded
2. Preparation for Staff Assembly Meeting(s)
   a. Future Meeting dates:
      1. October 14, 2015 – 9am
         - Agenda:
           o Introductions new employees
           o Announcements:
             - Community Outreach
             - LeadershipFX-
             - Candice will reach out to Jeff for October 14th
           o Speakers
             - David Walden -10 min; will talk about changes to counseling center and services they offer
             - Travis Hill - 5 min; will talk about Trans* task force; streamlined services and the resources and services offered to students
             - Karen Leach? Steve Stemkoski?
           o Committee Reports
             - Space Reserved- Chau-Fang
             - Food order- Terry
             - Anything else?
      2. December 9, 2015 – Joan Stewart
      3. February 24, 2016
      4. April 6, 2016 – Joan Stewart
3. LeadershipFX- “Tell us a story. What is leadership in your role?”
   a. Jeff Landry?
   b. Andrew Jillings?
c. Amy James?
d. Noelle Niznik?
e. David Smallen?
f. Susan Mason?
g. Joan Stewart?

4. Community Outreach
   1. Will Staff Assembly Council send out the letter to the community?
      1. President’s office writes the letter. We can sign it, or send it out officially from staff@hamilton.edu
      2. We cannot take on the drive as a council.
   2. Amy will reach out to Sue Campanie
      1. Information needed for announcement
      2. Letter from us or from President’s office?
         ● In the past, letters have come from StaffAssembly@ and letters include Staff IDs
         ● Maureen will set up survey in Qualtrics to see who is interested in participating

5. Discussion items:
   a. Open Co-Chair position and any others that may be open on the council. Special elections, attendance at council meetings.
      1. Joan Kane will step in to Co-Chair position.
         1. Someone needs to step into Wellness Committee
         2. One of two new members will step in to EEPD. The other would be Wellness or Nominations or Communications
            ○ Terry will try to get in touch with Bobby Evans about his position
            ○ Special elections will be held after talking to Karen Leach and Maureen Scoones
      2. Ryan will do communications
         1. make sure he has email access and can search for old communication
         2. Seek out old form and update it
         3. Wait until next Assembly meeting to make an announcement
            ○ get email and survey ready to go before Assembly
            ○ Send out email after October Assembly
   b. Review any tasks that may need attention: Staff Assembly Planning Calendar
      1. Fall Sick Bank/Vacation communication/solicitation
         1. Announce Sick Bank during announcements instead of EEPD
            ○ Terry will prepare sick bank donation announcement
      2. Ham N Legs- October 15th
      3. Community Outreach Campaign Solicitation
         a. 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: 2016-17 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?
            ■ These items will be on until Council is more settled
   b. 2014-15 outstanding items to wrap up
      i. annual report
      ii. 2016-2017 goals

1. Committee Reports:
   Communications-
   1. 
   2. 
   3. 
   4.

   Employee Environment and Professional Development?
   1. $150 for early opening of Pub after spooky cemetery tour - OCt 27th?
      1. Approved by Council 9/25/15
   2. 
   3. 
   4.

   Nominations-
   1. 
   2.

   Wellness-
   1. Ham n Legs - Oct 15th
      1. Meeting Tuesday as a committee
   2. 
   3. 
   4.