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: Minutes from 9/25/15 meeting
   1. Terry approved, Linda seconded
2. Preparation for Staff Assembly Meeting(s)
   a. Future Meeting dates:
      1. October 14, 2015 – 9am
         - Agenda
         - Welcome and announcements
           - Community Outreach - Amy Palmeri, Amy James???
           - Linda will touch base with Amy P. and Amy J. about presenting at the 10/14 meeting
         - Introduction of new employees
           - 8 new employees
           - Terry will be start adding pictures to the ppt today
         - Staff Assembly Committee reports
           - Communications
             - Yvonne - Around the Hill goes out on 10/12
             - Employee Spotlight...in the works
           - EEPD
             - Sick leave bank
             - Haunted Tour - 10/27 - date change and location of post event gathering changed from the Pub to the Hub. Story telling afterword? More info to follow
             - Wellen Museum Tour, Oct 15, during noon hour. Will advertise as a Fall Break fun thing to do before Ham N Legs.
           - Wellness
3. LeadershipFX- “Tell us a story. What is leadership in your role?”
   a. Jeff Landry? Did Candace check with Jeff Landry about this???
      i. Joan will double check with Jeff via email
   b. Andrew Jillings?
   c. Amy James?
   d. Noelle Niznik?
   e. David Smallen?
   f. Susan Mason?
   g. Joan Stewart?

4. Community Outreach
   1. Staff Assembly Council will send out the email to the community and make an announcement as the Staff Assembly meeting
      1. President’s office writes the letter. We can sign it, or send it out officially from staff@hamilton.edu Sue Campanie sent copies of what was used in the past. There will need to have some modifications made
      2. We cannot take on the drive as a council.
      3. Debby Quayle is doing the Maureen step. Sue Campanie has been contacted to get that information we need to us.
   2. Amy will reach out to Sue Campanie
      1. Information needed for announcement
      2. Letter from us or from President’s office?
      3. Amy P is out of the office. Joan will talk to Sue about the process on Monday, Oct 12

5. Discussion items:
a. There are 2 open positions on the Staff Assembly Council. We will have special elections/nominations
   1. Joan Kane will step in to Co-Chair position.
      1. These will also have nominations done for them. Each Committee needs to get to Ryan how many people they need so he know who to solicit volunteers from.
      2. I thinks we should do the special nominations first with the committee volunteers coming in after.
      3. Someone needs to step into Wellness Committee
      4. One of two new members will step in to EEPD. The other would be Wellness or Nominations or Communications
   2. Ryan will do communications
      1. make sure he has email access and can search for old communication
      2. Look at list of last spring nominations. See if they come in again if not and are low on nominations contact them to see if they are still interest.
      3. Seek out old form and update it
      4. Wait until next Assembly meeting to make an announcement
         1. get email and survey ready to go before Assembly
         2. 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
   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

Other items: These are on hold until we get a full council then decide what is next.
   1. Conclude assessment of interests survey
      a. Full Results: Survey Results, Length Results, Skills Results, Comments
      b. 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
      c. who will be Council follow-up on this?
2. 2014-15 outstanding items to wrap up
3. annual report
4. 2016-2017 goals

Committee Reports:
Communications-
   1. Around the Hill coming out Monday October 12
   2.
   3.

Employee Environment and Professional Development
   1. $150 for early opening of Pub after spooky cemetery tour- Oct 27th  Now going to be in the Hub- cider, donuts, folk story telling
      a. Approved by Council 9/25/15
   2. Wellin Museum Tour - at lunch on Oct 15th
   3.

Nominations-
   1. Linda talk to Ryan
   2.
   3.

Wellness-
   1. Ham n Legs - Oct 15th
   2. Personal Trainers
   3.
   4.