Staff Assembly Council Meeting Minutes
October 23, 2015, 9:15 a.m.

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

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 10/9/15 meeting
   1. Terry moved to approve minutes
2. Preparation for Staff Assembly Meeting(s)
   a. Future Meeting dates:
      1. December 9, 2015 – Joan Stewart
         - Linda will check with Sherri Pavlik about Joan’s availability
      1. Agenda
         ● Welcome and announcements
            ○ Introduction of new employees
         ● Staff Assembly Committee reports
            ○ Communications
            ○ EEPD
            ○ Wellness
            ○ Nominations - Special Election
      ● Presentations
         - Candace talked to Jeff before we left, but we need to verify what she actually discussed; Joan will double check on that
Space Reserved- Chau-Fang
Food order- Terry
Anything else?

2. February 24, 2016
3. April 6, 2016 – Joan Stewart

3. LeadershipFX- “Tell us a story. What is leadership in your role?”
   a. Jeff Landry? Did Candace check with Jeff Landry about this???
   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.
         - Joan reached out to Amy about this and Amy needs the link, Debby Quayle has the link, so we can get that ready to send out
   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

- 2 People interested in Wellness; reached out to Ryan directly
- Ryan has not had time to check nominations yet because he’s been on the road

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
            3. No new feedback received
         4. Addressing suggestions for giving Wellness Points for meeting attendance: Is this suggestion to bolster attendance? How can we do this without using points? - Use Academic Assistant Listserve, have supervisors encourage attendance within their departments; ask Senior Staff to enforce importance of these messages; Linda contacted HR for a list of supervisors in the past to reach out to them
         5. New Employee Introductions - we will start inviting them and then let her know we will ask them all to stand up at the end of introductions
         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

Budget
- We need ice cream totals still and then we can estimate what we have spent to date, so we can make request for next year; to be submitted to Karen Leach
- The only thing we have different from previous year is linens (which we had used for Arts and Crafts Fair last year), but will be used for Cemetery tour this year.
- Any other incidentals?
  - EEPD, Wellness don’t see any additional costs; Coffee hour is on there, but we don’t know actual costs (just estimated)
  - Linda will finish budget and send out to everyone for one last look; we’ll look over together at next meeting to make any changes before sending to Karen

Communications-
- Communications was very successful with the last Around the Hill

Employee Environment and Professional Development
1. $150 for early opening of BCC after spooky cemetery tour- Oct 27th Now going to be in the Hub- cider, donuts.
2. Tuesday will be cemetery tour with donuts and cider; no storytelling this time; meet at the cemetery
3. Katrina was more interested in doing a storytelling workshop; EEPD will look into sponsoring storytelling in conjunction with an oral communication workshop

Nominations-
1. Close on Tuesday; Ryan will see who he has and he will start making phone calls
2. Ryan will send out an e-mail to encourage participation and volunteers

Wellness-
1. Personal Trainers
2. 150 people (40 runners) for Ham and Legs; we had enough food; got to run on the cross country course
3. A recipe was sent out yesterday via Wellness

For next meeting’s agenda:
- Speakers
- Next Assembly’s Presentations
- Meeting at 9:15 on 11/6