Staff Assembly Council Meeting Minutes
November 20, 2015, 9:15am

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

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:
   1. From Friday, November 13th meeting
      1. Joan moves to approve, Amy seconds
2. Preparation for Staff Assembly Meeting(s)
   a. Future Meeting dates:
      1. December 9, 2015 – Joan Stewart - verified

Agenda

1. Welcome and announcements
   ○ Introduction of new employees - only 3 or 4
2. Staff Assembly Committee reports
   ○ Communications
   ○ EEPD
   ○ Wellness
   ○ Nominations - Special Election
3. Presentations
   ○ We are still waiting to hear from Jeff McArn
   ○ Amy James will help us find music if she isn’t available for music
4. Space Reserved- Chau-Fang
5. Food order- Terry
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?

5. Discussion items:
   a. Budget for Staff Council Assembly - discuss call with Steve Stemkowski
      1. Linda and Joan spoke with Steve about this and he needs to sort out the budget lines
   b. Community Outreach
      1. Update Community Outreach Campaign Solicitation - how is that going.
      2. Annual Fund will go out the Nov 30, so we discussed sending community outreach message on Dec 2 or 3 and deadline will be Dec 4.
   c. Fall Sick Bank/Vacation communication/solicitation
      1. Update
      2. Terry sent out a draft of the message to go out; is working with HR to word the attached document; deadline to donate is Dec 23
      3. Terry will send an e-mail out Dec 2 and the follow-up reminder will be at the Staff Assembly meeting and then a reminder will be sent via e-mail the following week
   d. Election Results - Welcome Tina and Wilfred
      1. Someone needs to step into Wellness Committee - Ryan will be stepping into Wellness since Joan will be co-chair
      2. Someone needs to be on the EEPD. - Tina will work with Terry on the EEPD
   e. Meeting with Karen Leach and Steve Stemkowski set for Dec 10.
      1. Proposal for Summer Community Lunches - review Terry’s email
      2. Goals for Staff Assembly for 2016 - 2016-2017 goals These need to be updated before next Staff Council meeting on Dec 4th.
      3. Update of Staff Handbook - Status
      4. New Employee - Welcome to Hamilton
      5. Training
      6. Council members are welcome to take a look at the goals and add updates
f. Review any tasks that may need attention: Staff Assembly Planning Calendar

1. Address any outstanding Discussion Items from feedback from the Community
2. Not too much needs to be done still; just a few things to do - community lunch space reservation, etc

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. Working on Around the Hill
2. 
3. 

Employee Environment and Professional Development
1. Working on Sick Bank
2. 
3. 

Nominations-
1. 
2. 
3. 

Wellness-
1. Working on a speaker for January
Next meeting will be **Friday, December 4** in Sadove Conference Center.

Next (big) Staff Assembly meeting is **Wednesday, December 9** - Physical Plant has boxes set-up around campus for a can drive, so we can set up a box at the Staff Assembly meeting and we can make an announcement to bring cans there.