

Staff Assembly Council

Friday May 11th

Meeting commenced at 9:10am

All Council members present.

- I. The nominations committee will be contacting the people nominated to see if they will accept the nomination. Tony has someone in mind for the physical plant and will work to bring that name forward. Once Jay is finished, a survey tool will go out (Maureen) for elections. In the future, we need to have this out by May 1st. Should go out next week so we don't lose 10 month employees.
- II. Old business: Community lunches were presented to the Senior Staff and they are behind the idea. They wondered if we could drop the price. (Cost will be based on the number of people who eat, but the Council will send ask for RSVP to get the best number possible.) So we are good to go but need to announce the event. Will start June 13th in the Pub. Tony will make sure that there are more picnic tables. Maureen suggested an announcement at the Staff Recognition luncheon. Maureen will also contact Steve Stemkoski about adding it to the program.
- III. Wellness Committee met on May 18th. Dave Thompson has a draft proposal for Karen Leach and Senior Staff to approve the Bassett Wellness Program. Dr. Aimee Pearce will be speaking at their next meeting. Christine LaLonde met with Dave Thompson, Amy James and Linda Michels and Steve Stemkoski for discussion about the Bassett Program.
- IV. Employee development had 135 responses to their survey. Decent responses and a lot of paper copies from the plant. Community picnic was one of the top responses along with wine tours and food tasting. Most respondents said they would agree to cost sharing for events. The survey went out to ALL employees which includes the faculty. The Council agreed that we aren't turning faculty away from events.
There were many positive responses and people offering their skills.
The top two development areas were for becoming more efficient and interpersonal communication.
Goals are done:
 1. Work with HR to develop an orientation/mentoring program for new hires. Test using a "pilot project" so changes and improvements can be made before the program is solidified.
 2. Using the information we've collected from our survey, select at least one (of each) professional development event and social event to carry out in the fall semester.
 3. Increase the awareness of Lynda.com (an online tutorial pertaining to business skills) to the Hill community.
 4. Increase Hill community interaction (summer luncheons).

- V. Communications: “Moving Day” for first edition of the Around The Hill (ATH). ATH will have hard deadlines and we expect the first edition to go out October 1st. Publishing will be quarterly. We will use the survey tool to get submissions.
“Moving Day” will feature new Museum with an interview with Dana Krueger, Gallery Registrar, since she is in charge of moving the entire collection. Marianita Peaslee will be taking photos. We are still unsure as to “where” the publication will live and it is the consensus of the Communications Committee that it should live on the Staff Assembly page. Maureen told us that Steve Stemkoski inquired about an approval process for the structure of Around the Hill. Maureen, Lisa, Karen and Steve will meet to discuss this and will also discuss where the publication should live.
- VI. Diane Brady sent the Council an email with a link to an article entitled “Employee Perks...” this ties in with Karen’s ideas. There is a need for employees to understand that Hamilton is a different place.
An idea put forth was to bring back the “Personalized benefit summaries” -- listing a total projected cost to the College for an employee’s benefit package. It is also good for employees to see. Recommend to HR to include this going forward. Broader education for employees about benefits. 2013 appointment letters to include this as well?

The Council adjourned at 10:10am with our next meeting slated for May 25th at 9:00am in the Sadove meeting room.

RPJ