

## Staff Assembly Council Minutes

April 13, 2012

Present: Diane Brady, Jay Bonham, Regina Johnson, Lisa Magnarelli, Linda Michels, Anne Riffle, and Maureen Scoones

Absent: Tony Poccia and Amy James

- I. Old business
  - A. The Staff Assembly meeting went very well and Joan's remarks during the Staff Assembly meeting were VERY positive and well received
  - B. Council co-chairs are supposed to have regular contact with the President. Given that Karen Leach has been meeting with us semi-regularly already, Maureen and Lisa wondered if Karen should become the person they contact regularly to update the senior staff. The Council agreed that this would be a good idea.
- II. Steve Stemkoski joined us to discuss how we can coordinate efforts and how our groups work together. Maureen started the conversation with a few questions saying the waters are muddy and overlap in sub-committee areas such as Communications and Employee Development. We need a clear sense of where things "live (i.e. Around the Hill) so we don't lose energy. Who does the work? What items does Steve already know about? What items does the Senior Staff already know about?
  - A. Human Resources groups goals into a three-tier model to determine priorities. Goals can come from Senior Staff, Divisions, HR or government regulations/compliance such as Health Care Reform. Goals and priorities can shift from one year to the next and at times "larger" projects, such as the Datatel conversation payroll/HR process can impact the priorities significantly.
  - B. They recognize the need for different communication strategies and constantly wonder if there are opportunities to be better. One thought is a formal orientation process and if there should be an individual process for each department.
  - C. Steve spoke of his meeting with Yvonne Schick about the Around the Hill. He sees this as a potential to be informative in a new/different way. But the delivery of accurate information is critical for *good* information. Related the employee spotlight as an example of how long it takes to process a new idea (1.5 years) and get it off the ground. Sees it as promoting community, but at the same time we need to be sensitive to employee information that is shared with the community.
  - D. Maureen commented on not overlapping HR goals. In terms of using Assembly workforce, could Steve give examples that would resonate with the group? The formation of committees. They can think outside of the box. We don't want to duplicate efforts or reexamine items that have a path or have made an agenda. Don't want too

many agendas/too many thing in play. Wellness committee and the insurance committee for example. We need to be certain that the direction is clear.

- E. Anne relayed how the Employee Development committee is trying to get an orientation with HR going and they are excited about doing it. Steve feels that it can be wonderful process and can be more robust. Wondering if once a quarter all new employees gather for an orientation. Steve wants to work with us to promote it.
  - F. Given the time of year, senior staff is going to start goal setting. HR talking about their goals for their meeting with Karen Leach in July. Can the Council get “goal statements” from each committee for this meeting? He feels it would help him promote clarity and direction to be able to say our voices are involved. The Council agreed and determined that by June 15<sup>th</sup> we will have a list of goals for each committee to Steve for processing with his overall goals.
- III. Lisa updated the Council on the proposed summer luncheons. They would start on Wednesday, June 13<sup>th</sup> and run through August 8<sup>th</sup> (the exception being July 4<sup>th</sup>) which is nine weeks. Time would be 11am – 1pm. Lisa and the Bon Appetit reps talked about location and have determined that The Pub would be the best. Bon Appetit discussed that for the first few weeks; they would do interesting foods with grab and go available. They are holding to a \$10/person price point. Attempt to gather RSVP using email with simply survey/sign up so we could get a general number. We should also remember that there will be students on campus and should be invited as well.
- IV. The Council recognized the fact that we must announce new employees at general meetings. Anne will contact HR for names and then have the direct supervisor introduce the new employee.
- V. Committee Reports
- A. Employee Development: Anne reported that the interest survey is in process. They are working with Qualcom to develop print copies for Plant. A goal for them is to send the survey out as soon as all comments are in from the Council and they find out how many pages Debby Quayle has been able to reduce the survey to. They anticipate it going to the community May 1<sup>st</sup>. They have tabled the mentoring program.
  - B. Communication: Regina reported on the meeting with Esena Jackson in C&D and the possibilities for the web page set up for the Around the Hill. The committee needs to start thinking about workflow (who does what).
  - C. Nominations: Jay reported that the committee has met and mapped out a schedule. He will be sending a message to the community next week that nominations will be accepted. Paper copies to the plant with Tom Bourgeois. They will look at the list that comes in and then present the names to the Council.
  - D. Wellness: Linda reported on the National Walking Day event that Erin Glasser and Amy James promoted being a success with plans to do other days. Bill Brower, Dave Thompson and Linda met with Karen Leach about Bassett coming to the area. Incentive program may help sign ups. Karen is very much behind the idea and had some great ideas for promoting the program. Bassett will bring a one-on-one component to the wellness program." If we do end up with collaboration with Bassett, they will have a physical presence on campus through health screenings, on-site lectures/workshops, and health & wellness coaching (available for either individual appointments, small-group

appointments, or a combination of the two). The other option was to pay for an online wellness program (more costly), which would be customizable for employees to track accountability. Employee screenings, wellness coaching, seminars, etc. Elevates what Dave has been doing. The cost and return are good. If the program is successful, C&D could possibly put the idea out to alums for fundraising.

- VI. Agenda items for next meeting on April 27<sup>th</sup>:
  - A. Ombuds idea from faculty...response from the Council
  - B. Annual reminders

Meeting adjourned 10:45am

RPJ