

## Staff Assembly Council Meeting

May 25, 2012

9:03am

All members present

### I. Community luncheons.

Lisa will be drafting a message to the community about lunches with time (11:30am-1:30pm) and a link asking for an RSVP. First email will go out around June 4<sup>th</sup> and then the Thursday after (14<sup>th</sup>) to solicit the RSVP's. We will ask that folks respond by the Monday prior to the luncheon. The idea of food salvage came up and Amy will speak with Pat Raynard about making this happen and then get back to Lisa. We can give the food to Your Neighbors Inc. and/or the Rescue Mission. We will make an announcement about food salvage within the email invitation.

### II. Emails to the community from the Council will now come from [STAFF@hamilton.edu](mailto:STAFF@hamilton.edu). This will take the place of other Council subcommittee emails and will be used for all Staff Assembly announcements. We all have access to the email but all committee chairs need to be certain to "sign" their name and committee.

### III. Maureen heard from Glynis Asu for the Campus Planning committee. Glynis said that they committee minutes were attached to the Faculty meeting minutes and Maureen wondered if we should disseminate them further? Doesn't President Stewart send a community wide email with a report? Glynis also commented that the Tobin Award usually goes to the "old guard". Maureen **responded to/will respond to** her with the award criteria. Glynis wondered if there should be a new award to honor more recent employees who are "movers and shakers."

### IV. The Wellness committee feels we may need to change the date of the all employee meeting because Dave Thompson will be out of town (August 7<sup>th</sup>). The council decided to keep the date and have Dave's message taped to be shown at the meeting. The committee has their goals set and in the minutes. The calculations for the winner of the Wellness Cup are ongoing and they will announce the winner at the August meeting.

Terms of service for the committee were decided upon (1, 2, and 3 years of service) and six people volunteered for a one year term. Linda and Amy wondered if after the 2012-13 term, if they could decide to not replace the one year term folks since the committee is so large. Dave Thompson would to see the committee work on one to three large goals.

### V. Communications committee is working on questions and getting photos ready for submission. Submission form is ready to go once senior staff and HR have given final approval. Hard submission deadlines will be in place for each edition and will be announced with the request for submissions. This will be a quarterly publication with the first edition going live October 1<sup>st</sup>. Submission deadline will be September 7<sup>th</sup>.

- The committee feels that their only goal for submission should be ATH. The other items we have been charged with (website updates and reports) are handled by the Council.
- VI. Employee Development closed the survey with approximately 251 surveys submitted with approximately 235 of those being “complete”. They want one social event to occur in the fall. They are investigating a Bus tour to the Finger Lakes to wineries and lunch. People are willing to pay.  
Professional development event; would like to have a more general event. Leadership and interpersonal skills and using Hamilton people as leaders. Do a lecture versus a workshop with breakout groups. Announce meeting with HR to make certain that there won’t be overlap with any of their projects. Their next meeting is June 14<sup>th</sup>.
- VII. Nominations committee reports that the list of names will stand for a vote. We do however need to list the current membership with their terms of service. Jay confirmed that there will be a paper ballot. Assembly members will only be able to vote for two people. Jay thinks that the survey tool should go live shortly so that voting can commence.

Next Council meeting is June 15<sup>th</sup> at 9am in Sadove.

Meeting adjourned at 10:33am

RPJ