

September 28, 2012

Staff Assembly Council Meeting

Present: Jay Bonham, Amy James, Regina Johnson, Lisa Magnarelli, Anne Riffle, Maureen Scoones, Jaime Thiesen

Absent: Linda Michels and Tony Poccia

- I. Sue Campanie from the President's Office joined us to discuss the Community Outreach Campaign. Before 2004, we only solicited money for the United Way until there was an issue with the Boy Scouts. Enter the Community Outreach Campaign. Multiple organizations to donate to on a list (from which employees can choose up to four) and money is gathered through payroll deductions. The overall amounts for 2011 were lower than 2010 but the program is going well.
  - A. Proposing to the Council that we partner with the President's office to solicit participation. Sue will continue her administrative function.
  - B. Campaign notices are sent Mid-October, Mid-November with an extension notice by December 1<sup>st</sup> if necessary. An electronic submission (Maureen will send out draft of new form for approval to Sue and Council) and paper copy to Plant. Sue sends the information received to the Payroll office and donations are sent out twice a year.
  - C. Amy asked if she and Jeff could look over the outreach list as some of the organizations have changed their name. Sue thought that was fine and let us know that if an organization on the list gets low or no donations a couple of years in a row, she will pull them and find a new organization.
  - D. Sue thanked us for our time and looks forward to hearing from us.
  - E. Internal discussion on the idea included making certain that our responsibilities are clearly delineated:
    1. Council sends out messages via our email account
    2. Maureen will send out a draft of the new form to Sue and the Council prior to launch
    3. Sue continues to collect responses
    4. If questions come into the Council's email account, they will be forwarded to Sue. Maureen will handle the technical questions related to the Community Outreach Campaign electronic form.
  - F. The Council agreed to try the partnership
- II. Agenda for the next Staff Assembly October 24<sup>th</sup> – concern that the agenda is getting too big, currently it is as follows:
  - Karen Leach -- Budget
  - Brian Hansen – Slip, Trip and Fall

- Meredith Bonham and Fran Manfredo – HERT and then Meredith would like to do a First Year Experience presentation
- Steve Stemkoski – Ethics Point (to be sent to the community via email)
- Dave Smallen – Information security policies

The Council wondered if Dave Smallen's presentation is time sensitive. Maureen explained that we are moving on this now and creating new ways of protecting the College's information and it is a campus wide initiative. The Council determined that this should be moved to the December meeting. Maureen confirmed that Dave has agreed to the move.

We will be sending a save the date email with agenda and a link to the minutes of the last Staff Assembly meeting linked.

### III. Committee Reports

- A. Communications reports that the ATH will be ready to go by Thursday, October 4<sup>th</sup>.
- B. EEPD reports that the bus wine tour announcement will come to the Council before the Community.  
For public speaking "course" a committee member wondered if there could be a stipend for the instructor. The Council agreed that there could not.  
The committee also reports some concern about the Staff Assembly by laws regarding their duties. Anne will have the committee draft a proposal and bring it to the next Council meeting. (10/12).
- C. Wellness reported on the progress of the Ham and Legs event.

Meeting adjourned at 10:05. Next meeting is October 12<sup>th</sup> at 9am.