

December 2, 2011

Staff Assembly Council meeting

Present

Diane Brady, Amy James, Lisa Magnarelli, Anne Riffle, Maureen Scoones, Tony Poccia, Linda Michels, Jay Bonham and Regina Johnson

New Business

I. Determine final agenda for December 13 Staff Assembly meeting

Amy James and Monk Rowe will provide music during the 8:30 half hour.

- A. Dave Thompson will provide the Assembly with a wellness update.
- B. Staff Assembly committee nominations. Lisa and Maureen will discuss how to volunteer for a committee and then each committee chair will provide a brief description of his/her committee. Jay will not be at the meeting; Regina volunteered to read his description. Presentation order will be: Council's ad hoc committee on Wellness (Linda and Amy); Nominations and Elections (Regina for Jay); Communications (Regina and Tony); and Employment Environment & Professional Development (Diane and Anne).
Question and Answer
- C. Announcements
Nancy Thompson will discuss the Student Emergency Aid Society (SEAS)
Any other announcements from the Assembly
- D. Future Staff Assembly meetings – Grievance Procedures, Ethics point and Ombudsperson, and a presentation from Karen Leach on the finances.
- E. Bicentennial movie with an intro from Mike DeBraggio

Maureen will create a new form for nominations to include name and which committee.

Tony will get barrels and said that Physical plant can get the food delivered to the Waterville food pantry.

The council discussed inviting senior staff to the meeting on December 13th. It was decided that senior staff should be told about the meeting so that they can come should they like to and also so that they can encourage their staff to attend.

Amy has food selection almost set. Lisa has had a conversation with Lori Dennison about a food budget and increasing it to include healthy food like fruit.

- II. Karen Leach continues to be interested in discussing the *12: The Elements of Great Managing*. Karen is looking at the entire environment of Hamilton College and wants to bring us together as a “tribe” of sorts. Commentary about the book is that it seems to be *really* geared to managers. But thinking about questions in the book and knowing where the

- managers are coming from is the main point. Questions like, what does recognition look like for the individual employee. Reading this book, discussing it and sharing it with the community can help the community become more cohesive. We'll try to schedule a meeting with Karen Leach in February.
- III. February and April Assembly dates and topics
February 7th. Karen Leach to discuss the proposed budget; Meredith Harper Bonham to discuss Title IX; and Steve Stemkoski will discuss grievance procedures for Staff.
April 4th. Budget reports from Trustee meeting and Wellness Fair.
 - IV. Updates
 - a. Grievances. There are procedures in place that people can use. Are they adequate or do we need more? Should we suggest a webpage to indicate where the grievance procedures are. Suggestion to meet with Mike Thayer and Steve Stemkoski to discuss the two avenues for grievance procedures and the possibility of a third, the Ombudsperson.
 - b. Ombudsperson. We haven't finished discussing our point of view. Anne couldn't find Ethics Point. It is one word (EthicsPoint) and therefore the website search engine makes it difficult to find. Maureen said that ITS can make the search engine look for the information as two words. When Anne called HR, she discovered that only Steve knew where to find it.
 - V. Regina to schedule next semester's meetings beginning January 6th.

Meeting adjourned at 10:14am

RPJ