

## Staff Assembly Council

February 8, 2013

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

Absent: Linda Michels and Tony Poccia

- I. Maureen met with the Staff Advisory Committee and the EEPD committee had a discussion surrounding the dissolution of committee since the Council overlaps and has virtually the same mission. The only items they are or have been dealing with are the Employee Spotlight and the Sick Leave Bank. During the last EEPD meeting, Diane Brady said that the main concern seems to be an annual checkup of the Sick Leave Bank. There was also a concern about where documents would go. Maureen suggested that Kathy Collett in Archives be contacted or we could scan documents and put them onto the server. Staff Advisory Committee members will be emailing their constituent groups about the following ideas for continuing SAC's ideas through Staff Assembly:
  1. Dissolve SAC and be sure group activities are covered through existing committees, e.g. Employee Spotlight would go to the Communications Subcommittee, and a yearly review of the sick bank would happen through the EEPD in concert with the HR Office. Make sure hourly staff had a known outlet to express concerns, e.g. through our regular feedback mechanisms and perhaps highlighting the hourly staff members on the Council as resources.
  2. Add SAC as a standing or ad-hoc committee of the Staff Assembly and revise our by-laws to include a clear description of the function of the committee.

### Next Steps for SAC:

1. Members of SAC are going to review the descriptions of the current Staff Assembly committees and will let us know if they have any questions.
  2. Members of SAC are going to draft a communication to send it to their constituents (each member represents a geographic area on campus).
  3. Based on feedback they received, SAC will meet again to determine how they would like to move forward.
- II. Staff Assembly meeting for February 26<sup>th</sup>
  - III. Save the date email should be sent today. There may be possible additions to the agenda that will be reflected in the reminder message, e.g. a presentation by HR and Payroll about electronic time sheet submissions.
  - IV. Committee Reports
    - A. Wellness

Dave Thompson is “redistricting” how points are given for the Wellness cup to make it fairer. Will be like neighborhoods where buildings are put into teams; a building by building approach. (i.e. Chapel and the President’s office). Dave would like to announce this new approach at the 2/26 meeting. Judy May has stepped down from the committee and needs to be replaced.

B. EEPD

The committee would like to clarify how they should announce to employees the idea of release time? With Karen Leach, Steve Stemkoski, Maureen and Lisa will come up with a statement for our use as a Council whenever an event requires possible release time. Employees do have to ask their supervisor. (Go to the workshop or go to work). Should there be a sign in sheet or should we be taking attendance at these events? This is another question for Karen Leach and Steve Stemkoski. However, senior staff has the final say in whether or not the employees in their division can attend using release time.

The committee is still working on specific dates with Jim Helmer for the public speaking workshop, but will be during spring break.

The committee also asked if, going forward, can we have a luncheon during January or spring break? Or a coffee break to boost morale? HR has, in the past, coordinated a coffee break and Maureen will discuss this with Steve.

The idea of teaming up with Athletics, Music, Theatre and Dance performance and the Museum to choose one game or event that is important and send out an email to *highly* encourage the community to attend. For example, Hartwick has a “Code Blue” email that goes out to announce a game that the community should see. We could work in conjunction with the Student Assembly.

C. Nominations

Jay will announce committees in need of new members at the February 26<sup>th</sup> meeting. Jay also figured out the current “end dates” for Council members.

Spring 2013: Lisa Magnarelli, Linda Michels and Regina Johnson

Spring 2014: Anne Riffle, Amy James and Maureen Scoones.

Spring 2015: Jaime Thiesen, Jay Bonham and Tony Poccia. However, due to Tony’s retirement in June, we will have to get someone to serve out a two-year term.

D. Communications

Will be sending out a survey to the Community asking for submissions based on the theme, *It’s all relative*.

V. Summer lunch dates will be announced at the February 26<sup>th</sup> Assembly meetings. They are as follows: June 19<sup>th</sup> and 26<sup>th</sup>; July 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup>; August 7<sup>th</sup> and 14<sup>th</sup>.

Meeting adjourned at 10:03am. Next meeting is Friday, February 22, 2013 at 9am.

RPJ