

August 2021 Staff Assembly
Tuesday, September 7, 2021
2pm / Polly Ford Conference Room, DiGiorgio Student Center

I. Call to Order

- A. In attendance: Debbie Casperson, Jayme Charles, Debbie Garrick, Craig Gero, Chris, Johnson, Kelley Kish, John Kroft, Shea Maple, Jessica Martin, Tanya Pettus, Katie Price, Katie Roach, Leah Simmonds
- B. Absent: Amanda Cavin
- C. John Kroft called the meeting to order at 2:01 pm and August Staff Assembly (motion – Chris, second – Leah) and Staff Conference (motion – Debbie G, second – Leah) minutes were passed.

II. Staff Committees

A. Committee Updates

- 1. *Staff Feedback* – Still needs chair, Leah Simmonds has been nominated and the committee will vote at next meeting
- 2. *Media & Communications* – Vice Chair: Jayme, Staff Stuff went out Friday, looking for favorite lunch spots on campus
- 3. *Professional Development* – no update
- 4. *Community & Campus Involvement* – tentative fall calendar, litter pickup this Saturday (need volunteers, may reschedule), family day landscaping project, Campus Sustainability Week, non-food item collection in the works, Mental House Awareness Walk at Cherry Park, Crop Walk, Pet Food Collection in Nov., Food Truck Friday is TBA, Arbor Day Tree Planting TBA, Chris to send calendar to Jayme for Staff Stuff, looking to work more with external media
- 5. *Staff Recognition* – voted on SMOTM, waiting on results
- 6. *Elections & Nominations* – No active elections

III. Looking Forward: 2021-2022 Planning

- A. Budget Review – Staff Recognition would like funds for “goodie bags” for Employees of the Month - \$779.77 in budget currently, estimated cost to be discussed at next meeting, Craig to get details
 - 1. Other events: Winter social (pres. may provide funds for food), mini fall fest
 - a) Fall Fest (Oct. 29)
 - (1) Pumpkin contest & costume contest (let the Hynds judge)

- (2) Combine with a lunch
- (3) Encourage staff to go to the event in costume
- (4) Steering committee: Kelley, Katie P., Katie F., Shea, Jayme
- (5) Need to schedule meeting

B. Follow-up on Action Items

1. Coffee Hours – 3-4 participants at second event, 1 person at Rutledge event, make a tabletop sign to explain what we are doing
 - a) Topics: ideas to boost morale, hiring proposal notifications from HR, announce when major offices move (e.g. Procurement), t-shirts for Garnet & Gold Fridays, stop sharing negative questions/feedback from staff, staff training for new staff or shift in duties, request for leadership to be more transparent
 - b) Can we have a better system to pay for parking passes?

C. Staff Questions – President is no longer supplying the answers to the submitted staff questions. Staff Feedback committee will be responsible for the answers. During this there was conversation regarding what the plan is for the event in the fall. John and Katie to ask Pres. Hynd if the President's office is still willing to fund the event. Much discussion regarding what this event will be. Whether it is something like a fall festival with chili, pumpkin carving contest, etc. Possible event date is Oct. 29th. Separate Committee created to head this event that includes Katie Roach, Kelley Kish, Katie Price, Shea Maple, and Jayme Charles. Also was brought up during this time is the staff onboarding process and how executive leadership should be more transparent and forth-coming. The town hall was also discussed at this time as to whether we still want to proceed with doing a town hall for staff members.

1. To update the Feedback form to require name and email, include statement that info will only be used to follow up with more specific info (Feedback meeting to discuss and ask Chris to update form)
2. Speakers for SC meetings
3. HR for September
4. Campus Beautification – no new updates other than what was discussed by CCI
5. Presidential Search

D. Remote Meetings – meeting via Zoom for foreseeable future

IV. Adjournment – 3:12pm

- A. Next Staff Conference: September 21st (Dina's Place)
- B. Next Staff Assembly Meeting: Oct 5 (conference on 19th)