

October 2021 Staff Assembly

Tuesday, October 5, 2021

2pm / Zoom

I. Call to Order

A. In attendance: Debbie Casperson, Amanda Cavin, Jayme Charles, Debbie Garrick, Chris Johnson, John Kroft, Shea Maple, Jessica Martin, Tanya Pettus, Katie Price, Katie Roach, Leah Simmonds

B. Absent: Craig Gero, Kelley Kish

C. John Kroft called meeting to order at 2:05 and September Staff Assembly minutes were passed (motion – Katie R., second – Leah).

II. Staff Committees

A. Committee Updates

1. *Staff Feedback – Handles staff questions* – Met yesterday per Leah. Shifted to taking control of questions. Three discussed yesterday: 1. Announcing changes in daily digest 2. Snack machine question under advisement 3. Work report status addressed by Lisa last month will be reiterated. Reported by Leah. Jayme asked if form was still anonymous and it is at this point in time. Plan is to let the committee decide what to do about the form and whether the anonymity will be maintained. The committee will collectively decide.
2. *Media & Communications* – Jayme reported Staff Stuff is being edited and should go out tomorrow. Asking for Halloween costumes or office decoration photos for next episode to Cara Cauthen.
3. *Professional Development* – Amanda reported Nicole is verifying all still want to serve and recruiting new members. Will have first meeting soon.
4. *Community & Campus Involvement* – Chris committee meeting next week. Working on non-food collection drive with list and bins going out this week.
5. *Staff Recognition* – Katie reports committee is requesting \$40 to print (through printing services) attitude of gratitude cards. Could be available at SC for folks to complete. Committee will deliver. This is a means to boost morale. John asked is this was the same as the Alumni Gratitude Project and it is not. This is separate and cards were available a couple of years ago.
6. *Elections & Nominations* – no updates as all spots are currently filled.

III. Looking Forward: 2021-2022 Planning

A. Budget Review – Staff Recognition would like funds for “goodie bags” for Employees of the Month – Have \$779 available for spending. Katie P. said they are looking at donations as well. Leah will send Katie P. the form to complete to estimate the dollar amount.

B. Follow-up on Action Items

1. Fall Festival – Planning going well. Have had two meetings. Tentative plan is Friday, 10/29 12-2pm. Carved pumpkins dropped off 11-12. Thinking of Margaret Nance parking lot to mitigate student walk through since just for staff. Lunch served and this will likely help Sodexo. Menu to include chili, cornbread and festive dessert. President is covering food cost (committee approximated \$400). Meeting with President for approval on 10/12. Put a save the date in Staff Stuff but will advertise beginning 10/13. No formal RSVP but asking if they plan to come to get a ballpark number for Sodexo. Asked Windy Hill about selling their apple cider and donuts. Awaiting response. Might have a craft, candy guessing game, giant games, pumpkin bowling, and costumes encouraged. Working with University Events to get sound, tables, etc. John thanked the group collectively for their work on the event. Chris said Family Day might have Windy Hill contact and extra pumpkins for decorations. Debbie G. moved Fall Fest committee be empowered to move forward with planning/executing the event pending the food budget approval by President Hynd. Second: Jessica. Unanimous approval. Chris suggested we instruct Sodexo to donate left over food. Katie will follow up with Jasmine in Sodexo. Jayme reminded Chris we’d want to have a compost plan for the pumpkins after the fact. Katie R. to send budget request on the President’s office.

2. Coffee Hours – Space requests for all remaining have been approved and Amanda will post each in the daily digest. Remaining meetings and volunteers are as follows:

Tues 10/12: Jessica, Katie R., Leah

Thurs 10/28: Kelley, Jayme, Amanda

Tues 11/9: Craig, Jessica, Katie R.

Thurs 11/18: Katie P., John, need one more **volunteer**

Last event in Main Hall had 7 participants. Debbie C. and Jayme were there. Jayme reported a lot of discussion about visitor parking. Blood drive that day and people coming to visit and getting ticketed or first time visitors or potential families getting ticketed in visitor. Can policy be updated to avoid confusion? Someone asked for more optional staff tours. Make sure signs in buildings updated when offices/people move locations.

Wayfinding across campus needs to be improved but it’s a budgetary issue. Maybe we

need to start with a quote? Could we make a staff/faculty virtual guide about where to find office locations? There were continued complaints about parking. Also reported they missed having something positive to look forward to. Debbie G. suggested partnering with Alumni for Garnet & Gold Fridays and allowing staff to partner. She will follow up with them again after Homecoming. Amanda will call about possible staff t-shirt costs.

C. Speakers for SC meetings

1. James Grigg – Oct.
2. Joseph Miller – Oct.
3. Campus Beautification – not necessary to report
4. Presidential Search – not necessary every month
5. Judy Longshaw – United Way
6. Fall Festival – Katie will share

D. ¼ Report to BoT

E. We discussed the concern that University leadership be transparent in what they share with faculty they also share with staff.

IV. Adjournment – 3:05pm

- A. Next Staff Conference: October 19th (Dina's Place)
- B. Next Staff Assembly Meeting: Nov 2 (conference on 16th)