

**November 2021 Staff Assembly**  
Tuesday, November 2, 2021  
2pm | Zoom

**I. Call to Order**

- A. In attendance: Debbie Casperson, Jayme Charles, Debbie Garrick, Craig Gero, Chris Johnson, John Kroft, Jessica Martin, Tanya Pettus, Katie Price
- B. Absent: Amanda Cavin, Kelley Kish, Shea Maple, Katie Roach, Leah Simmonds
- C. John Kroft called meeting to order at 2:05. Minutes to be updated before approval.

**II. Staff Committees**

A. Committee Updates

1. *Staff Feedback* – no update
2. *Media & Communications* – Newsletter will go out sometime this week. November issue is typically late because most content comes in at the end of the month. Next one will ask for holiday recipes.
3. *Professional Development* – Debbie Garrick will lead a session on Thursday on Taking Effective Minutes. There is also a session on November 10 on Mindfulness. Both advertised in Daily Digest.
4. *Community & Campus Involvement* – Extended collection drive dates. Also collecting for pet food drive right after until mid-December.
5. *Staff Recognition* – Budget request submitted. See business below.
6. *Elections & Nominations* – no update.

**III. Looking Forward: 2021-2022 Planning**

- A. Budget Review – Staff Recognition has submitted a request for funds (\$53.28) for Attitude of Gratitude Cards. This request does not require a second as it was submitted by a committee. Quorum was met. All were in favor and motion carried.
- B. Follow-up on Action Items
  1. Fall Festival – Great job! Final invoice from Sodexo was \$1038.14. Send any pictures taken to Jayme.
  2. Coffee Hours – Sims had no participants for Amanda and Jayme due to lack of advertising. Upcoming 11/9 in Kinard 11-12 with Jessica and Craig. Then 11/18 with John, Katie, and Amanda. Might need to buy some more capri suns.
- C. Speakers for SC meetings

1. Joseph Miller will be present.
2. Recap for Homecoming from Brittany?
3. Should we offer a December Conference? (It would be the 21<sup>st</sup>, the week Winter Exodus starts) In the past, we did a holiday gathering instead but we just did the fall festival so if anything, we will just do the PowerPoint.

#### **IV. Any Other/New Business?**

- A. General update Town Hall from the President with all VPs in February. Staff only or staff and faculty? Chair of Faculty Conference (Jennifer Jordan) seemed on board with a joint venture. Discussion led to decision to have a joint Town Hall.
- B. Staff Conference web page is updated. Inform Chris of needed updates.
- C. John will check with the new bookstore manager to see if there is a faculty/staff sale day as Follett has done in the past.

#### **V. Adjournment**

- A. Next Staff Conference: November 16<sup>th</sup> (Dina's Place - Approved)
- B. Next Staff Assembly Meeting: Dec 7
- C. Adjourned: 2:31pm