

December 2021 Staff Assembly

Tuesday, December 7, 2021

2pm / Zoom

I. Call to Order

- A. In attendance: Debbie Casperson, Amanda Cavin, Jayme Charles, Debbie Garrick, Craig Gero, Chris Johnson, John Kroft, Jessica Martin, Tanya Pettus, Katie Price
- B. Absent: Shea Maple, Katie Roach, Leah Simmonds
- C. John Kroft called meeting to order at 2:01pm. Quorum is met.

II. Approval of Minutes

- A. October Minutes were passed (motion – Debbie G., second – Chris).
- B. November Minutes were passed (motion – Debbie G., second – Chris).

III. Vice Chair resignation

- A. Elections & Nominations notified of Student Affairs vacancy
- B. Athletics will also have a vacancy
- C. Need Vice Chair for Assembly/Conference – Debbie G. has been nominated, second – Chris. Unanimously passed.
- D. Need Parliamentarian for Assembly/Conference – Jayme has been nominated, second – Chris. Unanimously passed.

IV. Staff Committees

- A. Committee Updates
 - 1. *Staff Feedback* – 2 questions for Facilities Management have been sent to James Grigg: HVAC contractors not wearing masks and can leaf blowing not be done onto cars.
 - 2. *Media & Communications* – no January newsletter
 - 3. *Professional Development* – planning for Spring, possible beginner’s yoga session and open to other ideas.
 - 4. *Community & Campus Involvement* – drive through 12/17. Collecting 12/20 for delivery to the senior center. Regular food drive at end of Spring and donations during move out.
 - 5. *Staff Recognition* – waiting on Attitude of Gratitude cards.
 - 6. *Elections & Nominations* – Covered above

V. Looking Forward: 2022 Planning

- A. Follow-up on Action Items

1. Coffee Hours – No visitors in final two tours
2. Asked Anne Marie about Bookstore discount, additional 10% (for total of 20%) for faculty and staff this Friday, 12/10

B. Speakers for SC meetings

1. I (John) dropped the ball with the homecoming update (Sorry!)
2. No December conference
3. January – Meg Webber/Quality Enhancement Program (career readiness)
4. Feb. SC will likely be replaced with Town Hall

VI. Any Other/New Business

- A.** Memorial tree was planted for Dr. Lesslie in front of Bancroft for Arbor Day.
- B.** Admissions sent out about 1600 admission letters Friday and scholarship letters are going out, too.

VII. Adjournment

- A.** Next Staff Conference: January 18th (Tentative)
- B.** Next Staff Assembly Meeting: January 4th (?)
- C.** Meeting was adjourned at 2:36pm.