

Staff Assembly Meeting Minutes
12/1/15
Polly Ford Conference Room, West Center

Meeting called to order by Grant Scurry at 2:05 p.m.

Members present: Grant Scurry, Maria D'Agostino, Niki Behr, Rebecca Best, Johnathan Brabson, Rob Dellibovi, Laura Little, Kelly McGinnis, Jill Simpson, and Kara Traverse
Also present: HR rep, Adrian Wilson

Election Time Table for New Parliamentarian

Once all newly elected members are on board, we'll elect a new parliamentarian.

Event and Special Project Approval Process Update

Rob Dellibovi gave suggestions for adding the form and accompanying information to the Staff Conference Website. Requests must be submitted 30 days in advance, when possible, for approval. This should allow enough time for review, approval and communication of events/projects to the entire staff.

Thoughts on Dr. Mahony's Q&A Time at Staff Conference Meetings

Ask for submissions ahead of time. They can be submitted anonymously and can be printed in the agenda. Get them to him ahead of time, when possible, so he can be prepared. Staff can also still ask spontaneously at the meetings.

Committee Updates

- **Elections & Nominations** – Barbara Emery from Business & Finance, Lisa Brody from the President's Office and Nicole Chisari from University Relations were all unopposed and will be joining the Staff Assembly. We are still waiting on election results from HR.
- **Media & Communications** – No new reports.
- **Professional Development** – No new reports.
- **Campus & Community Involvement** – The Staff Assembly needs a new representative to this committee. We'll appoint that rep after our new members join the Assembly.
- **Recognition Committee** – Niki indicated that they are still in need of items for the prize pack for Staff Member of the Month.

Staff Assembly Feedback

Will campus trees that were recently removed be replaced? Grant will check with Walter.

Can sick leave be converted to vacation time? There is no provision for this unless an employee's number of hours are reduced. Sick time can be used to make up hours lost until the sick time runs out.

Staff Conference Agenda Items

Introduce new Staff Assembly Members.

Give reminder deadlines for Sick Leave Donation and Project Hope Food Drive.

Have Rob unveil new event/project approval form and process.

Ask for a Compensation Committee update.

Have Frank Ardaiole speak on the significance of Student Life.

New Business

Discussion held on how to encourage Facilities Management staff, and staff in general, to attend Staff Conference meetings. Discussed the possibility of having door prizes at meetings. Discussed the possibility of a brief staff meeting for Facilities staff to go over items discussed in meetings.

The meeting was adjourned at 3:07.