

**Staff Assembly
Meeting Minutes
2-7-2017**

Meeting called to order at 2:05 pm

Committee Updates:

Elections & Nominations- Penny Cotter was nominated and appointed to replace Karen Trunk for the open spot in Athletics. Her term will expire on June 30, 2018.

We discussed the fact that 8 terms will expire at the end of June, so the committee needs to start preparing for the nomination/election process. The nomination process will begin in April, as to allow the 9-month staff a chance to nominate and to vote for representation.

Media & Communications-nothing new to report

Professional Development-Wake Up Friday is this Friday in the Archives (2-10-17). Lee Ann Pounds reported that a survey would be emailed to staff asking for input as to what topics they would like to see offered.

Campus & Community Involvement-The next Food Drive is scheduled tentatively for March. Come See Me event is currently in the planning stages.

Recognition-Currently working on the Staff Member of the Year award.

An update to the current signs reminding everyone of the Staff Conference meetings are at Dina's Place. Grant said he would post signage up at Carroll Hall reminding everyone that the meeting place has moved.

Funding for Staff Conference events and activities needs some clarification. We believe that the \$1,500 budget amount is an on-going yearly budget item and Grant will discuss with President when they meet.

Staff Conference was discussed at this weekend's Board of Trustee's retreat regarding us presenting a report at the Compensation Committee meetings. We believe that this is positive and getting us closer to having representation at the Board of Trustee meetings.

Grant provided agenda items for the next Staff Conference meeting. Katie Price, Director of Marketing and Kimberly Faust, Chief of Staff and Secretary to the Board of Trustees will speak.

Meeting adjourned at 2:40 p.m.