

**STAFF ASSEMBLY MEETING
MINUTES
Tuesday, January 3, 2017**

Meeting called to order at 2:07 p.m.

Committee Updates:

Elections & Nominations- Becky will begin working on getting the election in the works for Karen Trunk's position in Athletics. The email announcing nominations will go out in the next few weeks, we would like all the staff to be back before the announcement is made.

Media & Communications-Next newsletter will be in February

Professional Development-Grant reminded us of the Wake Up Friday at Dacus Library at 8 am on Friday, February 10th. Also the TLC event on 1-6-17.

Campus & Community Involvement-Cookie Exchange was held and turn-out was good.

Recognition-Miranda Knight was the one who announced the Staff Member of the Month nominations and winner at the last Staff Conference Meeting.

New Hires: The current procedure is that Tracy Holbert emails Grant and an individual email is sent out to the new person. We discussed setting up a template as to what to say and how to present Staff Conference to the new folks. Also should we recognize these folks at the next meeting? We would need to know who is there to be able to introduce them. Lori, Maria and Grant to work on updating this procedure.

Board of Trustees committee reports-feedback:

Grant presented an overview of each committee report. Information was very vague but the committees are vague since important decisions are made in Executive Committee and we are not allowed to attend those. Grant to check and see if we are limited as to what we can put in our minutes.

Board of Trustees representation:

Research is currently being done on how other institutions handle this by Kirk McSwain, Assistant to the Chief of Staff. He has emailed Grant to discuss this issue. Dr. Mahony is very supportive of us.

Old Business:

We discussed our current budget of \$1500. We will have to watch expenses if we wish to do another reception after our meeting since those are costly.

Staff Conference Agenda items for January 17th:

Meeting to be held at Whitten Hall as for now, may need to look at other locations on campus. Grant will keep us updated on this.

Adjourned at 3:10 pm.