

**Staff Assembly Minutes**  
**Wednesday, July 5, 2017**  
**Polly Ford Conference Room**  
**West Center**

**Attendance:** Maria D'Agostino, Nicole Chisari, Kelly McGinnis, Lori Tuttle, Jackie Concodora, Penny Cotter, Jessica Cassel, Amanda Hackney, Alicia Marstall, Becky Best, Kaye Burks, Susan Sauvigne, HR rep LeeAnn Pounds

The meeting was called to order at 2:03 p.m. by Maria D'Agostino.

Maria asked everyone to make sure they are familiar with the bylaws, due to the fact that they were amended earlier this calendar year. She also reminded everyone of the meeting schedule for Staff Assembly, Staff Conference, and committee meetings.

Several Staff Council positions were open and required a vote to fill:

**Vice Chair:** Six members were eligible for this role. Lori nominated Jackie, who declined the nomination and in turn nominated Lori. Lori also declined the nomination. Maria nominated Nicole, who accepted with no further objections.

**Historian:** Jessica Cassel agreed to this position. Lori asked if there could be future discussion on combining the historian and secretary roles, and Maria agreed it's something to look into in the future.

**Parliamentarian:** Julia Fockler, not present, indicated to Maria in advance she would like this position.

**Secretary:** Kelly McGinnis volunteered.

**Treasurer:** This is a newly created position. Jackie volunteered for it.

Several standing committee positions were open as well. Maria reminded everyone that all Staff Assembly members must serve on at least one committee. Julia as the Parliamentarian will need to know who is serving on which committees. Alicia asked if there was an updated list of committees available on the website; Maria said this would be available later. Lori asked for a deadline on when to sign up for a committee. The deadline was set as July 28.

**Recognition Committee:** Jackie volunteered.

**Campus & Community Involvement:** Amanda Hackney

Staff Assembly also looked for representatives to attend Board of Trustees committee meetings.

**Academic Quality:** Amanda Hackney

**Compensation:** Kaye Burks

**Institutional Advancement and Development:** Julia Fockler

Alicia Marstall said she would be a back-up for Enrollment and Retention. Jessica Cassel will be a back-up on Finance.

**Media & Communications:** N/A

**Campus & Community Involvement:** N/A

Professional Development: Nicole said the committee had met to go over feedback, which was overall positive and constructive. Maria offered a suggestion to split up the sessions more in the future so more staff could attend. LeeAnn mentioned some efforts HR was exploring.

This led to a lengthier discussion on staff appreciation, particularly for facilities, and using the TLC to reach more staff members.

Recognition: N/A

Elections & Nominations: Becky said there were now two openings in Finance & Business and the President's Office. Jessica asked if there would be another election for the F & B sector. Assembly members agreed to contact the runner-up in that particular election to see if he would like to serve in place of holding another election.

A Staff Conference reception is planned for Tuesday, Sept. 19 at 3 p.m. Maria asked for less costly food ideas. Amanda suggested an ice cream social and agreed to look into this cost. Alicia will check on the use of Richardson Ballroom for this event. Jessica will look at a cost limit for Aramark.

Maria mentioned that Travis Ambrose, new Dining Services director, would be at the next Staff Conference to address vending machines on campus. Lori asked if he could also address the rumor of Aramark's cost limit while he's there.

Maria said the next Staff Assembly meeting is Aug. 1. Members will take a new group photo.

Meeting adjourned at 3:21 p.m.