

**Staff Assembly
Meeting Minutes
11-1-2016**

Meeting was called to order at 2:06 pm

Committee Updates:

Elections & Nominations- nothing to report

Media & Communications-Newsletter will be out this week, keep sending the milestones

Professional Development-First Look Friday was held in Dacus Library-it was not well attended.

Campus & Community Involvement-Food Drive continues until 11-14; planning on doing cookie exchange again this year

Recognition-The committee is preparing the staff member of the year protocols and will be submitting this proposal to the President's office

Emails to all staff- It was discussed on how we should handle events and reminders of events. It was decided that we should notify one week before the event and send a reminder the day before the event.

Pedestrian Crosswalk Signs-The administration is reviewing improvement of signs about crosswalks on campus.

Debrief Items:

Staff Appreciation Lunch-everyone agreed that this was a great event and it is appreciated.

Board of Trustee Committee Appointees-orientation session-we will present our notes at the next Staff Assembly meeting first and then make a presentation at Staff Conference.

PowerPoint on last year -Maria will post on our website

Halloween Contest judging-The individual winner was Judy Longshaw and the group winner was Finance & Business. Everyone had fun judging, it seemed we did not have many participate this year. Could it have been because it was a Monday?

Old Business-Discussion of allowing everyone two hours for voting-departments are going to stagger the hours so they will not have a staffing issue.

Volunteers for Commencement are not to use work time hours if not related to their job. So if their job requires them to be there, it is considered work hours but they work in a different department and they volunteer to assist, it is not considered work time.

Meeting was adjourned at 2:40 p.m.