

**Staff Assembly Meeting Minutes**  
**11/3/15**  
**Polly Ford Conference Room, West Center**

Meeting called to order by Grant Scurry at 2:04 p.m.

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

**Staff Assembly Representation**

- Grant explained we'll hold elections to replace Kelly Shelton from the President's office and TJ Carney from Finance & Business. We'll also need to hold elections for one representative from each of the new divisions: Division of University Relations and Division of Human Resources, Employee Diversity & Wellness.
- The nomination and election schedule will depend on Kamal but we're hopeful everyone could begin in January. Those replacing Kelly and TJ will fulfill the remainder of their terms.

**Elect New Parliamentarian**

We will wait until all new members have been elected before we elect a new parliamentarian.

**By-Laws Update**

The by-laws need to be updated to remove the reference to specific numbers of representatives to Staff Assembly in the event reorganization of the university should happen again. Please take a look at the current language and give Maria any feedback/suggestions.

**Event and Special Project Approval Process**

Rob has created a form for events and special projects. We'll put it online for easy access and develop an approval process.

**Committee Updates**

- Elections & Nominations – Becky will check with Kamal to see about expediting the nomination and election process.
- Media & Communications – The newsletter will continue despite Shelley Jones resignation.
- Professional Development – No additional committee meetings have been held. Grant and Maria will attend an upcoming meeting to provide support and discuss the mission.
- Campus & Community Involvement – Our representative to this committee, Kelly Shelton, is no longer a member of the staff assembly and was not at our meeting. There are potential activities on the horizon such as tacky Christmas sweater contest and a cookie exchange.
- Recognition Committee – Niki indicated that they will be in need of prize pack items soon.

**Staff Assembly Feedback**

A question came through regarding staff being able to see a member of the Health Services staff when ill. Because their budget is paid directly by student fees, staff is only allowed to visit the health services office for

basic first aid in the event of injury. There are a few exceptions such as preliminary, emergency mental health services and obtaining flu shots, etc., when indicated.

**Staff Conference Agenda Items**

The next Staff Conference is scheduled for Tuesday, November 17, at 2:00 p.m. in Whitton Auditorium. Grant will see if Jackie Concodora can speak to the issue of Health Services.

The meeting was adjourned at 2:56.