

April 27, 2012

Staff Assembly Council

Present: Diane Brady, Amy James, Regina Johnson, Lisa Magnarelli, Tony Poccia, Anne Riffle and Maureen Scoones

Absent: Jay Bonham

- I. Discussion about meeting dates
 - A. Regular meetings through the summer. Regina will take care of calendar invites for Council members and Lisa will reserve the Sadove Meeting Room.
 - B. The Council meetings will be as follows:
May 11th and 25th (~~did we decide to cancel the 25th due to folks not being here?~~)
June 15th and July 20th. Following the July 20th meeting, we will resume our every other week schedule.
 - C. Discussion on when we should schedule our next Staff Assembly meeting ensued. We've landed on August 7th as the best date for the majority of the campus. Discussion points will be: new employee introductions, goals for committees and Council goals, and possible demonstration of new Events calendar. President Stewart will not be in town but possibly have a designee speak on her behalf.
- II. Committee Goals
 - A. Employee Development: Diane and Anne need \$20 for survey printing for members of the physical plant. The development surveys will go out on Monday (April 30th). (Amy James also had signs done by the plant for Walking Flash Mob.) Lisa will email Lori Dennison about funds.
 - B. Wellness: Dave Thompson offered a wellness speaker during the proposed summer lunches. Lisa suggested that maybe a service provider at a table.
 - C. Communications could use the Around the Hill for reminders about the updating directory information.
 - D. Nominations: not a lot of goals since they are pretty much set.
 - E. Council goals: willing to help with handbook, continue discussing employee satisfaction with Karen Leach, wait for all goals (senior staff, HR, and committees) and give our support. HR may put something in front of us asking for help.
- III. Ombudsperson program
The Council asked Steve Stemkoski to give a presentation to the Staff Assembly about the current avenues available for employees to address problems, concerns or complaints; a number of people commented that they were unaware of the current avenues available. Following the presentation, the Council asked for feedback on the need for an ombudsperson role and received two comments, one for it and one against.

At this time, the Council believes there should be a regular reminder to employees about the procedures already in place.

The Council's recommendation to the Faculty will be as follows:

The Staff Assembly Council feels that current employee problem resolution process (as noted on HR's website) is adequate and would like to see future resources used in building community. The Council also recommends that regular reminders to the community about avenues available to resolve problems, concerns or complaints should occur. The Council also recommends that the idea of an ombudsperson be revisited every few years.

IV. Old Business

- A. Diane informed us that the Staff Advisory Council discussed the possibility of becoming a part of the Staff Assembly Council (as stand-alone committee or Ad Hoc) and they would like to survey non-exempt staff as they feel there are still issues that apply to non-exempt members of the staff and not exempt staff members.
- B. The proposal for the luncheon was set to Karen Leach for presentation to the senior staff. Karen reported that she has presented the Council's recap to senior staff as well and the group felt it was a good summary. After our goal setting deadline, we should make communications between Karen Leach, Steve Stemkoski and the Council consistent. Lisa will give Karen Leach an overview of our summer schedule. Karen Leach was receptive to becoming our point person and thought that President Stewart would be receptive to the idea as well.

V. Discussion points

For our next meeting, we should discuss people nominated and bringing them into the Council.

Can Diane Brady continue her membership on the Employee Development Committee after she rotates off the Council? Yes.

It was then suggested that maybe Chairs of sub committees should turn over or move around if people want. We may need to make by-law amendments to reflect changes on Committees. A suggestion to create a "Red Book" listing of committees like the faculty use.

Meeting adjourned at 10:17.

Next meeting is Friday May 11, 2012.

RPJ