

Hamilton College Staff Assembly Minutes

4 March 2011

Members present

- Amy James
- Lisa Magnarelli
- Jay Bonham
- Diane Brady
- Tony Poccia
- Anne Riffle
- Maureen Scoones
- Regina Johnson
- Linda Michels
- Steve Stemkoski

I. Elections

Lisa Magnarelli and Maureen Scoones were voted co-chairs.
Regina Johnson was voted secretary.

II. Bylaws

- A. As the meeting opened, the Assembly discussed creation of bylaws and if they needed to be approved by staff members as a whole. In the spirit of transparency, the Assembly agreed that yes, they should.
- B. Formal versus informal bylaws. It was decided that the Wheaton College by laws would be the better template.
- C. Lisa volunteered to work on pulling together (cutting and pasting) Wheaton College's bylaws for use by this Assembly as a working document for our next meeting.

III. Who we are

There was discussion by the Assembly about who we are and what we'll be doing. Following are some ideas/thoughts that came up

- A. Represent all staff to foster a sense of community
- B. Mediators between hourly staff and salaried staff with regards to major "complaints"?
- C. Facilitating community
- D. Do employees feel valued
- E. Fostering change if necessary
- F. Breaking down barriers within current hierarchy of Staff, M&O and Administrators.
- G. Creating mutual respect across groups.

IV. Questions

- A. Can we address the issue of performance evaluations; how they are designed, handled, etc.
- B. Can we become a liaison to folks who work over break during Christmas and New Year? I.e. reminding supervisors that these people do not get the time in the same way...basket of goodies to that group?
- C. *Around the Hill* – should we resurrect that? Staff Assembly page?
- D. Co-chair(s) should have a standing meeting with the President?
- E. Electronic suggestion box

- F. Is senior staff to be excluded from all staff meetings unless invited? Butler did not; senior staff came by invitation only. (I.E., Karen Leach presenting budget information)
- G. What is the atmosphere we want to create? How do we create cohesiveness?
- H. Inviting Mike Thayer to a meeting?
- I. Should we include Meredith on the listserv?

V. All Employee Meeting, March 11, 2011

- A. Linda will speak with Meredith Harper Bonham to see if we can be near the top of the agenda for introduction to the community.
- B. What do we want to say to the group in the way of an introduction beyond our names?
 - 1. Thank you
 - 2. Mission statement projected on the screen
 - 3. We are not a covert operation. We are here to represent you in non labor matters. We hope to develop a sense of cohesiveness on our campus
 - 4. Bring us suggestions for improving Hamilton College as a workplace
 - 5. Our first step is to create bylaws
 - 6. Bylaws to be voted on by the Community
 - 7. Steve Stemkowski suggests we stay fairly vague and follow the lines of the mission statement
- C. Project the Mission statement onto the screen

VI. Next meeting, 18 March 2011 at 9:00am in Sadove to work on bylaws. Try to reserve 2 hours.