MINUTES
NOVEMBER 16, 2016
10:30 AM-12:00 PM
HEMMINGSON FIRENZE ROOM 312

MEETING CALLED BY Rachelle Strawther
TYPE OF MEETING Monthly Meeting
FACILITATOR Rachelle Strawther
NOTE TAKER Samantha Scott
ATTENDEES Jim Simon, Juanita Jiminez, Rachel Young, Angela Ruff, Satish Shrestha, Jennifer Klein, Samantha Scott, Stephanie Rockwell, Rachelle Strawther, Cory Kittrell, Carol Huston, Gale Snyder, Jim Sjothun.

Agenda topics
9:45 AM – 10:30 AM OFFICERS ON-BORD NEW MEMBERS RACHELLE, STEPHANIE, CORY, SAMANTHA, JIM AND SATISH

DISCUSSION Key issues from the discussion: Why does Staff Assembly exist, who do we serve?, Meetings and events information, responsibilities of SAEC members, New initiatives such as: GU Warm Welcome, Kudos, Staff Parental Leave, New professional development opportunities.

10:30 AM – 10:42 AM WELCOME TO JIM SJOTHUN/ APPRECIATION GIFT TO JILL HERBST/ INTRODUCTIONS ALL COMMITTEE MEMBERS

DISCUSSION The council presented Jill Herbst a certificate and card for her service. Jim Sjothun introduced himself to the group and all of the committee members introduced themselves to Jim.

10:42 AM- 10:59 AM STAFF-L LIST SERVE POLICY ALL COMMITTEE MEMBERS

DISCUSSION From the SAEC officers meeting, we discussed limiting the Staff-L email correspondence to only staff specific information and have campus-wide information go through Morning Mail or the Employee-L distribution list. Employees-L is maintained by the Executive Level. Morning Mail should be used for campus-wide updates/invites and we should only have one post a day from the distribution list. The manager of the Staff-L list is Pete Hanlon. There should not be a department restriction for submitting emails through the distribution list. Carol suggested if we do not have a policy in place right now for the distribution list, maybe we should reach out to IT to have a policy drafted to submit names to the list more frequently.

CONCLUSIONS Verify with Dale what the original agreements were when Morning Mail was originally created.

ACTION ITEMS PERSON RESPONSIBLE DEADLINE
Rachelle will check with Pete Hanlon about the list maintenance Rachelle ASAP
Update the Staff Assembly Website with posting policy TBD ASAP
Send an email to staff with November winners/past gift card winners Rachel or Samantha 12/1/2016

11:00 AM- 11:15 AM STANDARDS PROPOSAL ALL COMMITTEE MEMBERS

DISCUSSION A proposal from the SAEC officers to have a supervisor support statement submitted with application for new council members. Existing council members should be held to an ethical standard during their term on SAEC. Juanita would reach out to those
employees who are not in good standing. Jennifer mentioned that a letter from a supervisor would be too much for new applicants and there may be some push back or a reduction in total applicants. Angela suggested a signature or a template of authorization that we can house in SharePoint. Without supervisor support we are not lending ourselves well to the committee. Juanita brought up that we still have an obligation for our primary duties but having the supervisor endorsement with the application would give supervisors the ability to speak with the employee in the future and decide if the employee should take some time away from the council. Jennifer made the motion to update the bylaws to reflect the addition of a supervisor endorsement when applying to the SAEC and that all current members are expected to be in good standing. Rachel seconds the motion.

**CONCLUSIONS**
Update the bylaws to reflect the new policy.

**ACTION ITEMS**

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<td>Update the bylaws to reflect the new policy</td>
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<td>ASAP</td>
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11:15 AM – 11:25 AM **AREA UPDATES**

**DISCUSSION**
Emily Livingston was appointed to the University Budget Committee. 5 people volunteered to work on the Parental Leave taskforce with Jill Yashinsky-Wortman. Jim Simon said that there are no new additions to the Warm Welcome Committee. There are approximately 20-25 volunteers to help, there is no need to ask for more volunteers at the current moment, until the program gets some momentum.

With regards to the current meeting structure, the group is ok with the length of the meetings and the monthly meeting schedule. There was a response to move the heavier voting topics to the beginning of each meeting and keep the administrative tasks near the end of the meetings. Also the need to make the agenda time more rigid to allow for equal representation of each topic. We will have a follow up meeting to discuss the December Open Meeting on November 22nd.

**CONCLUSIONS**
Samantha will schedule the spring 2017 meeting times and email the group.

**ACTION ITEMS**

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<tr>
<td>Prepare the spring meeting schedule/ schedule the 22nd meeting</td>
<td>Samantha</td>
<td>ASAP</td>
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<td>Bring our committee findings back to our individual areas</td>
<td>All Committee Members</td>
<td>Ongoing</td>
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<tr>
<td>Send a monthly update with our initiatives/updates via STAFF-L</td>
<td>Samantha/All Committee</td>
<td>Ongoing</td>
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11:25 AM – 11:30 AM **STAFF RECOGNITION**

**DISCUSSION**
Rachel has only received 4 mission awards submissions to date. There was a recommendation to reach out to previous submitters to resubmit their nomination. Rachel requested more historical information from Jennifer and Angela on how the award selection process works. The Kudos program is successful, we have received 72 total responses so far and only one negative piece of feedback. Skip Myers was the primary supporter before, but we might be able to ask for more money in our budget.

**CONCLUSIONS**
Reach out to previous nominators and suggest that they resubmit their application.

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<td>Cory would like an email about the potential budget increase</td>
<td>Rachel</td>
<td>ASAP</td>
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<tr>
<td>Reach out to previous nominators</td>
<td>Rachel</td>
<td>Ongoing</td>
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**DISCUSSION**

Angela passed out an outline of her plans for the Professional Development committee. She wants to make the distinction that this committee is not an event entity. This committee is a sounding board for staff to learn about development opportunities. She suggested that a new survey be sent to see what people want to use/learn. There is a speaker set for February that the Staff Development committee would help facilitate with Tina Geithner. Jim suggested a Zag Fit tie-in to receive points for attending.

The amount gifted for development scholarships last year was around $1,200.00, they would like to increase that amount to $3,500.00. The goal is also to help add to the competency of the managerial layer and offering leadership videos on YouTube with a link to our website. Cory mentioned that the money for the scholarships last year was in lieu of the 4th open meeting last year. She recommended that everyone talks to her before we spend the money from our budget. We may be able to get more money from Skip for the February meeting, but hold off on ordering the refreshments. Rachel moves to approve the budget increase and the new proposal. Cory seconds.

**CONCLUSIONS**

Discuss the refreshments/budget for February event with Cory and Rachelle

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**DISCUSSION**

There is proposal from the GSBA president to the Council on Equity, Inclusion and Intercultural Awareness to update the GU mission statement with the word “culture”. Jennifer mentioned that she is surprised that it is not included in the statement already. Carol asked what the inclusion of “culture” will help accomplish or do differently? Rachel explained that Caleb, the GSBA president, would like to see that the backgrounds of individuals are represented or that they are able to represent themselves here at GU. Rachel mentioned that most of the statements in the mission statement are measurable and this new statement cannot be measured. Rachelle asked if there was a motion to endorse this proposal. Jim Simon said that there was a lot of work put into this proposal, and they probably discussed this information already. Jennifer moves to support, Carol opposes and Angela seconds the motion. Motion passes.

**CONCLUSIONS**

Can Caleb come and elaborate on this position at the next meeting?