



Staff Assembly Meeting Minutes  
June 17, 2016 | 9:30AM  
Board of Visitors Room, Blow Memorial Hall

President Vance brought the meeting to order.

- Not enough in attendance for a voting quorum.
  - May minutes were not approved
  - Roll call taken and attached ( 12 in attendance)
  - Announcement of Excused Absences
- President Vance presided over the Oath of Office and brief discussion of voting procedures.
- Election of 2016-2017 Staff Assembly Officers
  - Prior to nominations being made and approved, President Vance submitted her termination notice of her position due to a conflict with her department role, and time required to fill the obligations of the President.
  - Nominations went forward, were accepted and approved by the Senators in attendance.
    - President – David Morales
    - Vice President – vacant, conduct another nomination and vote process in November, 2016
    - Secretary – Debbrah Pelata
    - Treasurer – David Zoll
- Updates
  - Spring Forum Interest Group – attended by Debbrah Pelata, Destiny Elliott of the Staff Assembly, Sam Jones, Taylor Reveley, representatives from the Women’s Group, and Community Officers
    - Primary topics of discussion
      - Women’s Group – community roles on campus
        - Women’s Forum in October, to welcome all women to the campus
      - FLSA federal guidelines and potential impact to the College. Still being evaluated at this time
      - Staff & Professional Development Funds Award
      - Compliance with Transgender Status and the importance of recognition, support and acceptance in the community
- Committee Reports and Assignments – with limited attendance and in light of nominating a new President and the swearing in of others, the topics discussed were general and reports limited.
  - Policies and Issues – David Morales, Chair
    - Mr. Morales reported on his follow-up regarding the Parking Services Committee
    - We cannot just go to the meetings, and to be on the committee is an appointment by the approved by the Provost.
    - Will continue to see if we can receive this approval
  - Constitution and Bylaws – Dave Zoll, Chair
    - Mr. Zoll provided update on revising the Constitution. Will be available for review; should be discussed in the next SA meeting, and vote on in the following meeting

- Discusses again the idea of merging the Professional/Professional Faculty Assembly and the Staff Assembly. The SA as a group feels there are enough differences in the two assemblies and their mission to justify continuing to remain separate.
- Staff & Community Relations/Communications – Vacant
  - Ms. Fox provided update on upcoming Benefits Fair in August
    - We will have a table, flyers, and information to hand out; will be contacting others to assist with the program
  - Ms. Windley has contacted HR and asked that the SA website link be on the HR website
    - How can we educate new employees to what we do and how we can help them
    - More transparent to the community
- Elections and Nominations – Susan Cheesman, Chair
  - With the absence of a Vice President, and if we go below 20 active SA Senators we may have to have a special mid-term election. Ms. Orr said she would be interested in the Vice President role when she returns from medical leave, and that would be the November time frame.
- Activities & Events – Vacant
  - Discussed Upcoming Benefits Fair, and who might coordinate the activity
- New Issues or Concerns (open discussion)
  - Ms. Vance will contact the executive faculty letting them know she is resigning and that Mr. Morales will become the new President
  - Still need to name Chairs, Co-Chairs, to the committees as well as all SA members named on at least one committee
    - Mr. Zoll will develop a Tribe Form so that SA members can indicate the committee they wish to serve on
  - May wish to extend the SA meetings to 1.5 hours so that we can attend to all business effectively
  - February and May SA minutes still need to be voted on next meeting
  - Need to discuss and vote on merging the Events and Community Relations, update the By-laws to reflect this change

Meeting adjourned.

Attendance Record attached

Submitted by:

Debbrah Pelata, Staff Assembly Recording Secretary