

## Staff Advisory Group Steering Committee Meeting – Dec. 6, 2017

### Minutes

In Attendance: Lisa Quimby, MJ Lynn, Lori Dawson, Lilly Routledge, Sherry Ankeny, Amanda McEnery, Rebecca Shepard, Candace Hairston

Meeting began – 3:05 PM

1. Approval of minutes – minutes from the open meeting on 10-25-17 have been approved pending edits from Kelli.
2. Steering committee organization and roles:
  - a. In previous years, roles were left open with the understanding that anyone can step up for/ respond to anything. This worked in the past, but recently does not seem to be as effective.
  - b. Volunteers took the following roles for the Spring '18 semester:
    - i. Minute taker – Lisa
    - ii. Treasurer – Lilly
    - iii. Web developer – MJ
    - iv. Logistics and Scheduling – Candace
    - v. Co-facilitators – Lori and Amanda.
  - c. We will revisit these roles at our last meeting of the academic year, as well as have a general reflection of our accomplishments for the year.
3. Steering committee dates for the spring:
  - a. We will schedule three steering committee meetings during the months of January, March and May. For the January meeting, we will aim for the first week of classes. Candace will send out a doodle poll for Jan 22<sup>nd</sup> and Jan 29<sup>th</sup>.
  - b. We will plan for two open meetings/events – one event in February and another event in April or May
  - c. We will also work to plan and event with new Dean in the fall.
4. Open meeting topics and dates:
  - a. We discussed the idea of inviting a speaker to discuss staff members' rights in situations of discrimination. Many staff may need clarification about what qualifies as misconduct, what the process is for reporting discrimination or misconduct, and what supports are available to staff experiencing discrimination or misconduct. A subcommittee (Rebecca, Lilly and Lisa) will investigate the current information available on the Skidmore website, as well as contact Saytra Green to ask if she would be willing to speak with the SAG Steering Committee. We may ask Saytra, or possibly someone from IGR to speak at the next open meeting.
  - b. We also discussed the desire of staff for opportunities to further their education. Staff can take classes at Skidmore. However, staff are not able to enter a Master's program at Skidmore, and Skidmore will not fund Master's or Ph.D. work for staff. This issue ties into administrative leave and professional development, as well as upward mobility and retention of staff. We lose good employees who want to advance in their career but are unable to do so here. This might be something we can discuss with Kristie Ford and could

be a topic for our second open meeting. Candace, MJ and Jamin (provided he agrees), will explore this topic further.

5. Kristie Ford's interest in meeting with staff – Kristie Ford expressed an interest in meeting with staff again. We may reach out to her to discuss opportunities for staff to further their education, as described above.
6. Administrative Assistant Group – A new group has recently been formed for administrative assistants in Academic Affairs. They are putting together a book of shared information for new people entering administrative assistant positions. The group has support from Crystal Moore and the Dean's Office, and members are strongly encouraged to do any work for the group during their normal work hours. The group may also be useful for administrative assistants in other areas of the College.
7. Partner Resolution – Amy Frappier recently held two meetings to discuss the proposed Partner Resolution with staff. This resolution addresses the College's policy, or lack of policy, with regard to the hiring of spouses and domestic partners of current employees. None of the SAG steering committee members were able to attend either of the Partner Resolution discussions. However, we will keep an eye on this in case it becomes more relevant in the future.
8. Guidelines for open meetings – we will develop a set of guidelines for discussions during open meetings. The guidelines will be distributed with invitations to open meetings. Candace will work on this with Amanda and Lisa.

Meeting adjourned – 4:05