

## **6/28/17 SAG Steering Committee Minutes**

In attendance: Lori Dawson, Lilly Routledge, Rebecca Shepard, Candace Hairston, Lisa Quimby

1. **Steering Committee structure:** setting agendas, sending notices to staff list, facilitating meetings, and taking meeting minutes – who does what?

- Jobs:
  - Minute taker – Lisa Quimby volunteered
  - Website updater – put minutes on website and other website updates
  - Meeting facilitator – call for agenda items, reminder email
  - Treasurer – need to be in touch with Barbara Beck/Terri Mariani regarding budget; Lilly Routledge volunteered
  - “secretary” – schedule meetings and book rooms
  - Other jobs?
- We could have multiple people for the various tasks in case one person can't be at a meeting.
- Lisa Quimby will create a folder on the SAG OneDrive account and share with SAG email list. Minutes and other documents will be posted there, and anyone in the group can make edits directly.

2. Discussed events vs meetings

- Events are better attended than meetings. People don't want to come to another meeting.
- Steering group will meet and set events.
- “meetings” where we want input from all staff, we can call “discussion” and we set up how to facilitate.

3. **Set dates for SAG events?**

- Will do this after we decide on events.

4. **Set dates for Steering committee meetings?**

- Next meeting after July 18th; Candace Hairston will set up a survey.

5. **Staff welcome reception - committee?**

- We have agreed to do this, we will reach out to the group for volunteers. Lily Routledge has volunteered to be on this committee. Rebecca Shepard said she is willing to help with various tasks, but will not be directly on the committee.
- Lori Dawson suggested the Surrey for location.
- Last year's reception was set for 4-5:30pm, and that worked well.
- Date: late September/early October. Look at Sept 26, 27, 28.

6. **SAG event ideas - committee?**

- General thoughts:
  - Still want to reach out to admin assistants and union staff
  - Host something that is for everyone.
  - Need to brand events as community building/service/professional development. Send the message that the college values participation. Hourly people should still be paid when attending SAG meetings/events. Needs to come from the Deans and be promoted by the Deans.
  - How do we get the Deans on board with staff attendance of these meetings/events? Do we meet with President's cabinet to ask for more support, encourage Deans?
  - If there is enough interest in a particular meeting, hold it twice so half an office could attend one, and half could attend the other.
- Send out email to start brainstorming – Lisa Quimby will start a shared document on the SAG OneDrive
- Brainstorm:
  - Chair massage day – maybe coordinate with staff recognition days
  - Movie with discussion? And the rest of Terri's ideas
  - Hosting a Toastmaster Event (this was a suggested item from one of the Networking events). Invite community members to attend.
  - Steering Committee Members could choose to use some of the funds to attend a training program and then do a presentation on what they learned at one of the meetings.
  - Wellness retreat
  - Invite ergonomics expert/physical therapist – sign up for time slots

**7. Skidmore College's Center for Leadership, Teaching, and Learning (CLTL) revised mission, survey & staff participation; From Kristie Ford 6/8 email:**  
 Please share your thoughts with me through this brief survey:  
<https://www.surveymonkey.com/r/CLTLvol>

Encourage staff participation/partner with CLTL on staff professional development?

- We have decided not to formally encourage participation as an organization.
- We suggest that all of us could take the survey and mention SAG partnering with CLTL.

**8. Staff professional development** – Partner with CLTL? Speak with Jen in Financial Services & legal; committee?

- See above.

**9. Kelly Hammond 5/3 email:** Skidmore provide paid leave for cancer screenings that is not charged against other sick or vacation time may specifically encourage employees to obtain age-appropriate screenings. – committee?

- Is everyone set up to check this? Lori will contact the helpdesk.

- This is an HR issue. Do we send this on to HR or should Kelly? Do we give our "blessing"? We discussed how this comes down to supervisor interpretation of the college sick time policy.

9. **Terri Mariani 5/25 email:** *I wanted to share some thoughts with you as SAG prepares for next year regarding the budget. Some suggestions:*

- *Hosting a Toastmaster Event (this was a suggested item from one of the Networking events). Invite community members to attend.*
- *Steering Committee Members could choose to use some of the funds to attend a training program and then do a presentation on what they learned at one of the meetings.*
- *Hosting a movie night and open up to the campus.*
  - These items were added to the event brainstorm list.