

Staff Advisory Group Recording Form

Date: March 23, 2016

Facilitator: Lori Dawson

Attendees: Jen Castellani, Lisa Christenson, Lori Dawson, Rebecca Shepard, Jamin Totino, Allison Hart, Elizabeth Kopraski, Erin Dagle, Barbara Beck, Joshua Woodfork

Agenda items

- Adoption of February minutes
- Update on the Middle States Evaluation Team visit
- Review draft questions for facilities
- Staff reception – when & who do what?
- Discuss SAG Report
- Announcements

Actions

The Middle States evaluators were very impressed with Skidmore and commended us on 19 accomplishments, including several that directly relate to staff (integrative Student Affairs initiatives, including those pertaining to health, wellness, and well-being; Career Development Office; programs that address diversity, including IGR, Tang, Bridges to Skidmore, Study Abroad, and SEE-Beyond; and sustainability). Thanks very much to everyone who contributed in any way to the successful re-accreditation process. It was great to have Gannett filled (!) for the final presentation of the report – thanks so much to everyone who came!

Working groups: **Lori will convene a small group to work on facilities issues** (Lori, Paula, Nikisha, and a couple of others) to meet with Dan Rodecker. We agreed that the list of questions is good; Lori will email to Dan ahead of time so he's prepared.

We talked a little about the diversity working group. Joshua has recommended a shared reading: What If? by Steve Robbins and he is purchasing many copies. **We could spend some of the \$500 from this year's budget to help purchase these books – should we?** Joshua would like the SAG to be a partner in helping with diversity issues on campus, particularly with staff. He hopes to have a diversity liaison identified in each division by the end of this academic year. In addition, the College is looking at ways to be more intentional in hiring diverse staff.

Staff reception – when & who do what? We'll plan this for the fall. In the meantime **Rebecca will circulate a list of tasks and we can all sign up for something.** We're aiming for a late afternoon get-together, on-campus, with food, music, and door prizes. The goal is to raise awareness of the SAG so we attract more regular attendees and populate our working groups.

We have \$500 to spend before June 1, 2016, and will have \$2500 to spend next fiscal year. **How to spend it?**

SAG Report: **Jamin and Lisa will draft a template for a year-end report** to send to President's Cabinet that details the nature of the meetings, attendance, challenges, and successes. We will include brief summaries of the topics discussed at each meeting and actions proposed/taken.

Announcements: Jen Castellani is leaving us, moving on to her new job at UAlbany. Allison Hart, also in the Advancement Office, will take her place.

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The meeting was adjourned at 4:00.

Respectfully submitted by Lisa Christenson