

## **Minutes, Staff Advisory Group, April 20, 2016**

**Facilitator: Rebecca Shepard**

**Minutes recorder: Sherry Ankeny**

### **Agenda items:**

\*Mar 23 '15 Minutes were approved.

#### **\* Updates:**

##### **1. Facilities:**

Sherry Ankeny gave an update on the upcoming meeting scheduled (4/21/16) with Dan Roedecker. (Current committee members are Sherry Ankeny, Lori Dawson, Paula Brehm and Nekisha Quinney) She is sending out the facility questions to the group in attendance. Reporting back to the group at May meeting.

#### **\* Announcements:**

1. Joshua Woodfork gave an update on the VP of Student Affairs Search. Four candidates were selected from a large applicant pool and coming to campus for interviews over the next 2 weeks. He stress the importance of confidentiality for each candidate and to keep information to the Skidmore community. He asked for attendance and feedback.

2. Joshua also spoke of the two week closing over the winter break. Cabinet members are looking for input on what days to close the college based on academic calendar ( a few days before Christmas or a few days after the New Year for a total of 10 days including the holidays)

3. Rebecca Sheppard asked for ideas concerning the party to launch the 16-17 academic year. Specifically looking for ideas on where to have the party, date and time, what type of food and possible entertainment. Something to be kept relaxing and fun. Bring ideas to the May meeting. Any volunteers?

4. Jamin Totino spoke about the end of year report being created by the Steering Committee. The group will meet later this month and present to the President and Joshua by June 1<sup>st</sup>. Any recommendations to be added can be sent from the Staff Advisory webpage – bottom left hand corner.

5. Idalia Sepúlveda led a brief discussion of the website. Looking to get more updated photos of staff. One suggestion was made to have pictures taken at the benefits fair or wellness fair. Another suggestion was to send an email asking for those willing to have their pictures taken, schedule times for possibly Vicki Riley to ask them to take their picture. Suggestions were to make a button for “suggestions and comments” and “announcements” to be more prominent. Idalia started to explain the design of the webpages but we ran out of time.

**\*Action items:**

1. Sherry Ankeny will reach out to Barbara Beck on her availability to come to the May meeting and ask for updates on the Leadership Academy and employee reviews
2. Jamin Totino will reach out to Joshua Woodfork about the potential of purchasing the book he mentioned about diversity.

**\*Future agenda items:**

1. Discussion of meeting times for the fall. Should we have a schedule of guest speakers listed ahead of time?
2. Facility update from April 21<sup>st</sup> meeting.
3. If Barbara Beck is available – to have her speak on the progress of the Leadership Academy and continue the discussion from the December meeting of completion of employee reviews.
4. Discussion of Fall kick-off party
5. Discussion of how to spend the \$500.00 by June 1<sup>st</sup>.

Next meeting: May 11<sup>th</sup> 3-4PM 2016 in the ICC