

# King's College Staff Council Minutes

Thursday January 14, 2016

The King's College Staff Council Meeting held its first biweekly meeting in the Friedman Room 117 on January 14, 2016. Donna Cerza called the meeting to order. Members in attendance included:

Donna Cerza	Sophia Holbrook	Bob McGonigle
Jared Menghini	Valerie Musto	Megan Sellick
Melissa Czock	Cheryl Nardone	Tammy Singer

## Items of Discussion

1. Lynda Brenza was added to the council through Business Affairs and Treasurer. She is filling a vacant position.
2. Ideas were discussed to increase Staff Council visibility. Melissa is working on updating and increasing content on the website. Some sections need to be created.
3. The suggestion box is still located at the Post Office and an online form is located at the website.
4. Melissa contacted HR about receiving information when new staff are hired. There is a place on the webpage that introduces newly hired staff.
5. Jared suggested having an All Staff Meeting and calling it a "Town Hall Meeting". Hold the meeting twice, one in the morning and one in the afternoon to facilitate the different shifts on campus. Valerie is going to reserve rooms. Representatives will see if their divisions can donate items for a raffle to increase attendance. Bob suggested emailing the staff to see if anyone has a question they would like addressed at the meeting so we can provide answers at the meeting. Father Looney will be asked if he can speak to the Vice Presidents to email their divisions to encourage attendance at the town hall meeting. The agenda for the Town Hall meeting is introduction of representatives, and introduction of the webpage.

6. Card to new hires within 2 weeks of hiring. Card to those exiting the college. Kelly did post card with smarties candy in the past.
7. HR is generating a list of staff members in each division. The representatives on the committee will be emailing their constituents to introduce themselves and invite them to the Town Hall Meeting.
8. Donna, Jared and Cheryl were going to John Loyack to see about funding. Maybe we can add refreshments to the Town Hall meeting.
9. To email all representatives on the committee use [staffcouncilmembers@kings.edu](mailto:staffcouncilmembers@kings.edu). Outside emails need to use [staffcouncil@kings.edu](mailto:staffcouncil@kings.edu).
10. At the next meeting, HR will give a presentation on CUPA, non-exempt salary determination.

Meeting was adjured at 9:51am by Donna Cerza. Motion accept by Valerie Musto and Megan Sellick