



## Staff Work Life Committee Meeting Notes

Thursday, October 3, 2019

### Attendance

Patricia Huntington, Rita Mannelli, Laura Putnam, Valarie Wilson, Chad Van Gorder  
Ex Officio: Cynthia Cusimano, (HR Representative), Patrick Richey, Cathy Stevens  
Unable to attend: Benny Thomas

### Discussion

1. Laura Putnam opened the meeting by welcoming new elected members (Rita Mannelli, Valarie Wilson, and Chad Van Gorder) to the Staff Work Life Committee. She explained that the mission of the committee was to promote community building, encourage open communication, hear issues of concern brought forth to the committee, and as appropriate develop and present recommendations to the College administration. Patrick Richey also explained that his role as an ex officio was to be a liaison between the committee and the president/the senior staff to ensure that the committee's work was recognized.
2. The discussion was focused on the content received from the Nazareth Suggestion Box –*“that the committee should work towards policies and procedures to improve the work life of full and part time staff; and should steer away from social hours as its focus”*.

The committee agreed that the SWLC was perceived as the ‘party planner’. The accomplishments and good work behind the scene were not highlighted. Moving forward, the committee will:

- a. Add a section to the SWLC website “Answers to your Questions” – a response to suggestions/questions received will be posted here, and
  - b. Create a Highlights Section to let the staff know what has been accomplished over the years.
  - c. Minutes of the meeting will be posted, and an informal recap of the meeting will be sent out via email to the staff.
  - d. Take a closer look at the SWLC *bylaws* for guidance as to what the committee can assist with as far as policies and procedures. It was noted that the committee does not have a Mission Statement at this point.
3. SWLC will plan to have Hot Chocolate and S’mores on November 20 with a giving feel to it. People can bring canned foods, winter gloves/scarves or anything they may feel appropriate.
  4. Agenda items tabled for the next meeting, Thursday, November 6 at 8:45 a.m. are:
    - Revisit the previous survey conducted in early March 2018
    - Nominating staff for recognition award, a change from the random It’s Your Day nomination process
    - Sick Bank Policy Proposal
    - Mission/Guidelines
    - Priorities

The committee is scheduled to meet every first Wednesday of the month (except January) from 8:45 a.m. to 9:45 a.m.

Respectfully submitted,

Ermina Hugh