



## Staff Work Life Committee Meeting Notes

Wednesday, April 24, 2019

### Attendance

Patricia Huntington, Laura Putnam, Benny Thomas, Isaiah Tolbert  
*Ex Officio*: Cathy Stevens, and Jo Ellen Pinkham  
Unable to attend: Brian McGahan, Patrick Richey

### Discussion

1. Isaiah opened the discussion by updating the committee on the SWLC Pop up Pub held on April 17<sup>th</sup> with approximately 40 attendees. The offering of 'Mashed Potatoes Bar' was so popular with the attendees; and was noted to serve it again at future Pop up Pub events.
2. A brief synopsis of the Process and Nomination for new members was discussed. The bylaws call for the committee to be comprised of five to eight (5-8) full-time staff members with at least two (2) members of administrative staff and two(2) members of support staff elected for staggered terms; no more than two (2) members should be from any one division. The bylaws went through thoughtful review and revision for the purpose of making committee charge more current.

Current members are:

- Pat Huntington, (Academic Affairs, admin)
- Laura Putnam, (Academic Affairs, support)
- Benny Thomas, (Finance & Administration, support)
- Brian McGahan, (Finance & Administration, admin) – *out going member*
- Isaiah Tolbert, (Enrollment & Student Experience, admin) – *out going member*

*Ex Officio*: Patrick Richey, Jo Ellen Pinkham, and Cathleen Stevens

\*It was noted that Joshua Loucks will be leaving the college.

In addition to the above membership, it was recommended to open up the process to 3 staff members, one of which should be an administrative staff. The division of Academic Affairs is closed for nomination since Pat Huntington and Laura Putnam are currently serving under Academic Affairs' Division.

Laura Putnam will call for nomination by the end of April, having the new members elected in place by May 29th, and before the end of academic year.

The self-nominations will go out with the following questions:

1. Who you are?
2. What you do at the college?
3. How long you have worked at Nazareth College?
4. Why you would like to serve on the committee?

The content of the email should make it clear that top votes should be in the right classification/division, and not just the top tier of votes.

3. Updates:

- New staff members will be feature on the SWLC website on a monthly basis (name/title/department)
- Jo Ellen informed the committee that a Presidential Search Committee is being formed.

The next meeting is on Wednesday, May 29, 2019.

Respectfully submitted,

Erminda Hugh