Staff Assembly Meeting Minutes

October 16, 2024

**Cari Cyr – Family & Friends Weekend**

* Welcome to Averie Bye-Dickerson – Student Life Events & Operations Coordinator
* Family & Friends Weekend: October 25 – 27
  + October 25th – Inaugural Food Truck Fright Fest (family friendly event and open to the public) 5 – 9pm in Lot A
  + October 26th – all are invited to the Bison breakfast (Fels main lounge at 9:30am) and invited to the faculty/staff football game kicking off at 1pm (breast cancer awareness game)
  + Cari will be sending out full schedule

**Brian McCoy – President’s Investiture**

* Friday, October 18 – BOT and BOA on campus
* Investiture ceremony at 3:30pm in the main gym
  + Arrive at 3:10 to get ahead of the student influx
  + No hanging out along the walls! Every chair needs to be filled
  + Everyone needs to be seated during the ceremony – no standing room
  + Expect the ceremony to be an hour long
* 4:30pm – student reception in the field house
  + Mack’s catering and games to play
  + Don’t eat down there – students only
* 4:30pm – Faculty, staff, alumni reception in Lombard
  + Heavy hors d’oeuvres and open bar
  + Speakers start at 6:15
  + Reception should end at 7:00pm – feel free to head over to the Bison Den afterwards
* Business casual attire for the whole day

**Kristan Mallet – Campus Culture Taskforce**

* Co-chairs the campus culture task force with Brian McCoy
* The taskforce meets biweekly to discuss how we are going to progress and take action on campus
* In a few weeks, all faculty and staff will be asked to participate in focus groups
  + Trying to find out what we are doing well on campus and where we need work in terms of mental health, diversity, equity, and inclusion
  + The goal is to have at least 300 people participate in focus groups
* Student insights will also be captured
* Actionable items will be presented to the President by the end of the academic year
* Please participate in the focus group when asked and encourage your departments to participate as well! We need data collection to progress forward

**Steve Groff – IT Updates**

* Campus calendar – work has begun on this
  + Demo and training session probably in the November timeframe
* Microsoft CO-Pilot
  + Standardized use for AI tool for staff only
  + If you use any other AI tool, please consult with Steve
* Licensing is changing for Business Objects
  + Looking for alternative reporting solutions
* Happy Cyber Security Awareness month!
* Do your arctic wolf trainings!!

**Katie Laquidara – Admissions Fall Open House**

* Fall Open House is this Sunday! All are welcome and encouraged to attend.
  + Best opportunities for mingling would be from 9:00 – 9:30am in Daniels Auditorium and 12:15 – 1:00pm in Lombard Dining Hall

**Kristen Malinowski-Paine on behalf of Leslee & Darcy – Women’s Resource Group**

* Leslee Ruggeri and Darcy Vangel encourage your participation in the Women’s Resource Group
* Women’s Resource Group information can be accessed through the Staff Council Hub page along with a way to opt in to receive further details and future meeting invites

**Janet Newman – Athletics Updates**

* Women’s tennis swept all the conference awards this year!
* Please attend their semi-final game tomorrow (10/17) at 3:30pm
  + If they win, they will play the conference championship at home this Saturday!
* Reminder about faculty and staff dedicated attendance games:
  + Staff/Faculty Football Game = Saturday, 10/26 @ 1:00pm
  + Staff/Faculty Field Hockey Game = Tuesday, 10/29 @ 4:00pm
  + Staff/Faculty Home Games (winter sports)
  + Friday, December 6 @ 5:40pm = Men’s Ice Hockey vs Wentworth
  + Tuesday, January 7 - Double Header - 5:30 and 7:30pm = Women’s and Men’s Basketball vs University of Harford
  + Friday, January 31 @ 5:40pm = Women’s Ice Hockey vs Johnson & Wales
  + Friday, March 28 @ 7:00pm = Men’s Volleyball vs Southern Virginia University

**October Department Spotlight – Library**

* Carrie Grimshaw – Library Director
  + 4 years at Nichols
  + Helps students with reference work, goes into faculty classrooms
  + The library is open 102 hours per week
  + Supports the local community through different events
    - Bites, books, and blooms event tomorrow at the Webster Public Library
  + Anyone can come use the study spaces
* Sara Strom – Library Assistant & Assistant Director of Visual Media Studio
  + 3 years at Nichols
  + Helps students with research help and reserve the green screen room

October Department Spotlight – Learning Services

* Kris LeDuc
  + 6 years at Nichols
  + First three years in CPDC
  + Background is in special education
  + Located in the currier center
  + There is a canvas page for faculty to reference about different accommodations available to students – let Kris know if you would like
  + Works with students with learning differences, learning disabilities, mental health needs, etc.
  + Some students do not disclose – if you see a student struggling, send them to Learning Services and/or Counseling Services
  + Please come by and visit!
* Ed Kolek – entering his 40th year here at Nichols!

**Updates from Staff Council Steering Committee**

* Upcoming department spotlights: DOFM in November and Student Life in January
* Election procedures are in the works – thanks to the help of Beth Gionfriddo
* Plan is to have elections in the spring with a July 1 term start
* Looking for a council of 10 committee members
* If you have thoughts or opinions, please share them with the steering committee!
  + Remember to find us on the Hub, utilize the email address, and utilize the anonymous reporting form