

General Assembly Minutes, 16 December 2019

Quorum obtained and called to order at 11:35am.

1. Announcement that a new committee will be formed this spring with the goal of updating ASMSA's Institutional Strategic Plan.
 - a. Employees should speak to Director Alderdice, Dean Flynn, or Dean Morris if interested in serving.
2. Updates from policy committees:
 - a. Ashley Smith, chair of Facilities and Operations spoke.
 - i. Used to have more committees, but some merged to form this one. Read the committee's mission from the constitution. Things discussed this semester: to create a strategic plan, to provide input on further building structures, to think about how to improve on current buildings. Joe focusing on improving janitorial with better checklists, but scheduling has been identified as a problematic area. Looking to develop a way to give feedback to janitorial staff. With eventual proposed demolition of the Pine St. building, looking to improve the ADA accessibility routes. Chapel/convent renovation discussions to restore chapel and create rooms. New vehicle soon. New security head—Leigh Anne Hill. Looking to create a standardized procedure manual for all safety/security drills, and addressing security concerns more broadly (like having security more in the admin building during the school day). Internet update (which has happened). Perhaps new computers. Larry Hankins is retiring. Looking into backup generators for buildings that do not have those.
 - b. Charlie Feick from the Mission and Innovation Committee spoke.
 - i. Looked at barriers to entry for students coming from low-income students and potential students. Discussed how those students can be better supported through the admissions process and once they arrive on campus (ex. Upward Promise program).
 - c. Rheo Morris from the Student Affairs Committee spoke.
 - i. Trying to revise the student handbook. Discussed random drug testing of the campus, and will review policies from other schools. Staffing changes considered, including increasing resident life staff to assist current employees and improve engagement with students. Students would like to remove food from the cafeteria, but Terry Bryant would not like that to happen, so that will need to be discussed. Overnight guest policy for students discussed, and potentially not allowing anyone over 18 to stay in the dorms (current policy says nobody over 21).
 - d. Stuart Flynn, chair of the Teaching and Learning Committee spoke.
 - i. Focusing on the Fortnight schedule, especially the second week schedule—how can it be revised to assist teaching? What to do with seniors and integrate them with sophomores/juniors? In general, how can teachers get back a few extra days? Official recommendation will be made to Corey at some point. Evaluating the Capstone structure, especially

between STEM/Humanities paths and their research presentation requirements re: science fair vs. symposium. Students are particularly interested in adding student representation to the Teaching and Learning Committee.

3. Recognize new employees:
 - a. Sara Brown, director of institutional advancement
 - b. Craig Erickson, lead technology specialist
 - c. Lee McQueen, residential mentor
 - d. Nia Rieves, human resources manager
 - e. Alicia Weatherford, purchasing and travel coordinator
4. Nia Rieves discussed the upcoming evaluation process.
 - a. Professional evaluations upcoming in the spring. Looking to get a streamlined, standardized professional development and evaluation process in place. Due in February 2020. More information coming in January. Stressed that the evaluations were not simply supervisors writing about those being evaluated, but it should be an interactive meeting where conversations occur.
5. Recognized the upcoming retirement of Larry Hankins after 15.5 years at ASMSA. Larry gave a short speech thanking fellow employees for the relationships he was able to build over the years. Thinks the school is in a better place than when he arrived and is in good hands with Craig Erickson and Ralph Malone.
6. Announcement about optional employee gathering at Rolando's on Thursday, 12/19 from 4-6pm.
7. No new business.
8. Caleb Grisham moved to close the meeting, Josh Ulrey seconded.
9. Adjourned at 11:58am to potluck.