

## **Staff Council Minutes November 4, 2014**

Attendees: Joseph Sharman, Susan Brickell, Richard Bishop, Brenda Soto, Denise Sheridan, Erica Hardcastle, Arielle Mari, Nancy Fox, Cindy Endicott, Lori Cowan, Emily Anding  
Absent: Diane Westerfield

Additional attendees: Paul Buckley, Lisa Brommer, Jill Tiefenthaler, Stephanie Wurtz and Randy Nehls

### Ongoing Business

1. Approve last meeting's minutes  
Minutes from 10/7 were approved.

Paul and Jill let Joseph know that they would be joining the meeting early (11:40a.m.) so we were not able to get to a majority of the "Ongoing Business" before they showed up. Initially, Mark Hatch was scheduled to attend as well, but he canceled. Staff Council briefly discussed the Cipher article and events in Admissions.

Short discussion of "at will" employment. Should we have a higher standard than this? If a high level person leaves the college – there should be a policy in place for communication.

2. Workplace Excellence update
  - a. Excel@CC certificate drafts feedback
  - b. Proposals for this coming year
    - i. Bi-weekly pay period proposal
    - ii. Tentative Proposal: Develop a reward system for staff who do extra work
    - iii. Tentative Proposal: Emphasize Human Resources and CC's focus on talent
  - c. Upcoming agenda: What can CC learn from the Chronicle Great Places to Work report; diversity and inclusion ideas; Block Projects communication; Stupid Rules Project; professional development programs and supervisor participation

By the end of next academic year, all supervisors need to complete training sessions.

3. Staff Council communication and feedback
  - a. Dating feedback on our anonymous submission site  
Joseph to help Arielle get these submissions dated on the website.
  - b. Kudos from the Fall Fiesta  
Brenda will get those to Arielle to post.
  - c. Answering Staff Council email and web inquiries
    - i. Facilities work orders and charges during regular business hours (Denise)  
Denise is still waiting for good written answer. She will follow up.
4. Diversity and Inclusion

- a. Changes to the Minority and Women's Concerns Committees  
The Diversity and Equity Advisory Board is taking the place of the Minority and Women's Concerns Committees. This is a faculty chaired committee.

Paul Buckley attended the meeting to talk about the Butler Center:

The Butler Center is going through a paradigm shift. No longer using terms such as 'minority' which is outdated. Focus is on 'underrepresented and marginalized.' The office is working toward an inclusive climate on campus, not only with students, but also staff and faculty.

They are working to re-engage student communities traditionally served by OMIS, which are still a primary focus of The Butler Center – making sure these groups know they still have a place to call home. Plan is to then expand the reach of the Center. A task force will be designing an official mission statement. Initial draft will come from students in an open committee format. Task force includes a large cross-section of students.

"Heads of State" are leaders of various groups under the Butler Center.

The Butler Center continues to hold forums; Ferguson Roundtable took place in Block 1. Another forum on 'That's Not Fair' to discuss equity – date TBD.

Joseph brought up our interest in discussing socio-economic diversity as well. Paul said students are increasing their discussion in this area.

5. Follow-up on Co-Chair meetings with HR and the President (not applicable this meeting)

6. Report on Staff Council lunches (Denise, Susan, Richard)  
Went very well, had 4 non-SC attendees. Good conversations around benefits, tuition remission, etc.

Emily, Nancy and Arielle will host the next lunch to take place this block.

7. In the Loop
  - a. Staff Council report
  - b. Agenda
    - i. FYI -- Get to Know videos on the docket:
      1. Alumni Office (Contact Anita Pariseau; shoot around October Homecoming, show in Block 3 ITL)

8. Items we need to address or follow-up on later  
(no time to discuss)
  - a. "Staff Infection" luncheon sessions
  - b. Campus smoking ban discussion
  - c. Appointed diversity/inclusion member (Nancy)
  - d. Two-week pay period proposal (Stormy Burns)
  - e. Suggestion to use Bemis Great Hall as a staff lunch area
  - f. Canvas presence for Staff Council (Nancy, Denise, Erica, Joseph)

- g. Staff Council representative structure changes (Richard, Erica, Nancy)
- h. Amenities card for local businesses (Cindy)

## Special Reports

### 1. President's report, (Jill Tiefenthaler)

Joseph to set up another meeting to discuss the diversity issue.

The College is nearing the end of its 5-year contract with the bookstore. Becoming harder and harder to make money at a bookstore. There are only 3 companies to outsource this to. College hired a 'bookstore consultant' to take a look at CC's options. If we pulled it back to being managed by the college, we would take a big hit and the college would need to supplement it. Consultant is crunching the numbers and will let CC know how big a hit we would take. Jill will keep us informed.

Soup Kitchen: We are seeing a greater commitment from students. There is a new, invigorated group.

Board of Trustees are coming this weekend. Not a large agenda. There will be an update on library architect plans, as well as an update on the master plan and communications plan.

They will see a diversity draft statement.

There is about a 40% split amongst faculty on the calendar issue for next year. FEC is holding a forum with Sandi to work through the issue of calendar changes. The calendar is set for next academic year. Sandi is willing to look at and work on a compromise for the following year or possibly go back to the original model. Might look at only changing the schedule on those years when the calendar is problematic.

Will mention the calendar issue at In the Loop, and ask staff to contact their SC rep with any questions, complaints.

### 2. Human Resources report (Lisa Brommer)

- Thrive@CC update  
Looking at the onboarding process taking place over the past year. Focus is campus-wide. Getting feedback on what is working and what isn't.

Lisa asked us to encourage existing staff to attend. Nov 12 - CC Connect - more relational. Show new employees what it's like to be a part of the campus. Builds a sense of community.

Ambassador Program - putting together a pilot program. Asked a few existing staff to help connect the new staff to campus. Will circle back and let us know how it is going.

Onboarding toolkit – Paul Schilli is working to put this together for the departments. Also creating a timeline to help out supervisors. Hope to be out in January. Will eventually be part of supervisor training. Hope to have a section for supervisors on HR website.

60% of staff have registered for Excel@CC. Great response. Of those who register, 80% are showing up.

HR is putting together day long format for supervisor training. Half-block session and session in the summer.

Already looking at how to enhance Excel@CC for next year.

Ongoing analysis of academic support positions with job titles, job responsibilities and correct band placement. Anticipate this will be complete by late spring.

HR events – mantra is ‘what matters most’. Examining events: year-end event; Sky Sox game; CC hockey night (new staff only). Using resources to focus on these bigger events.

### 3. Campus Committee reports (Budget/Compensation Committee) (Randy Nehls)

Committee is getting ready for meeting with Jill. Preliminary budget will be done the first week of December. 4-6% tuition increase possible. Mike Edmonds is possibly bringing proposal for room rate increase.

Slowly increasing the College’s contribution rate for retirement. Goal is 10%.

The College is in its third of five years in market leveling for jobs.

There might be a slight increase in health fees - in good shape but want to avoid having to do a large increase down the road.

The Children’s Center, New Student Orientation, the IDEA Space, Big Idea – these are all things that need a budget, since they were initially funded with “soft” money.

Continual upgrades to ITS infrastructure.

#### Subcommittee Reports, including action items to address

##### 1. Events Planning Committee (Denise, Susan, Erica, Brenda)

Kudos to the event planning committee for a successful event.

HR will be hosting an event the end of January, so we will look at March-ish for our next event.

##### 2. Staff Amenities Brochure/Website (Cindy, Nancy)

Debra Zarecky is working with Downtown Partnership about perks for parents.

Brenda will talk to Debra about it. Jill mentioned to check with Alejandro Salazar.

3. Staff Training/Professional Development (Diane, Lori; also Lisa Brommer)  
Haven't met. Try to do something at the next In the Loop (block 5) to ask what people would like to see. Lisa Brommer mentioned that at end of the sessions, a survey will go out asking folks to evaluate the sessions.

## New Business

1. Pet policy suggested changes (Arielle)  
Discussion about the draft policy. General agreement. Denise gets numerous complaints from people suffering from allergies, so she has to do a lot of testing in buildings. Jill suggests that the policy outlines steps for people to take if they are having issues. Who do they go to?  
Richard moved, [someone] seconded, to submit this proposed policy to Lyrae in President's Office.
2. Other business/future agenda items?  
Handout from Joseph regarding the DEAB (Diversity and Equity Advisory Board) – transitioning into place this year.  
Need for one at-large staff person (verify?)
3. Action Points, Denise
  - Joseph to help Arielle get submissions to the SC website dated.
  - Brenda to get the Kudos Cards from the Fall Fiesta to Arielle to post. Send out message to Staff directing them to the site.
  - Denise to get written answer for work-order question.
  - Emily and Arielle to host the next lunch.
  - Joseph to set up another meeting for SC and Jill to discuss diversity issue.
  - Brenda will talk to Debra about working with Downtown Partnership about perks for parents, etc.
  - Cindy to touch base with Alejandro Salazar (student) about his work on perks for students.
  - Arielle and Diane to put the pet policy put before Lyrae Williams in Bus. Office.
  - Erica to find out about at-large staff for DEAB

Meeting adjourned 1:00p.m.