

Staff Council Minutes
June 4, 2015
[approved 9/1/2015]

Attendees: Joseph Sharman, Erica Hardcastle, Richard Bishop, Diane Westerfield, Denise Sheridan, Susan Brickell, Arielle Mari, Brenda Soto, Nancy Fox, Tulio Wolford, Kathy Butler, Cari Hanrahan, Shiyanke Goonetilleke

Other attendees: Caitlin Apigian

Ongoing Business

1. Approve last meeting's minutes
Minutes approved

2. Elect new Staff Council Officers

- a. Two co-chairs (one must be non-exempt; Joseph's and Nancy's terms expire)

Discussion around what the position entails.

Arielle put her name in as co-chair

Erica put her name in as co-chair

Richard accepted a nomination from Nancy, but not sure he really wants to do it.

Discussion – and a vote was taken from council members

Voted in – Erica and Arielle

- b. Secretary (one year, currently Susan)

Postponed for a month until Susan and Lori discuss who will be the rep. If Susan takes over for Lori, then Susan will remain as secretary. Otherwise, the position will need to be filled.

- c. Treasurer (one year, currently Cindy)

Cindy is willing to serve another year.

- d. Election Officer (one year, currently Richard)

Cari volunteered to take this position.

- e. Committee Liaison (one year, currently Erica)

Erica is willing to serve another year - correct?

- f. IT Coordinator (no term defined, currently Arielle)

Diane offered to take this position.

Joseph made a motion to nominate all of the above to the positions for which they have volunteered. Seconded by Brenda. Motion passed.

3. Workplace Excellence update

- a. Select new Staff Council representative to replace Joseph

Preference for this person to be a co-chair. Arielle volunteered to serve in this role.

- b. Proposals for this coming year
 - i. Rules Project (Staff Council ongoing practice to review policies)
 - ii. Others – feed ideas to the President or Staff Council representative
- c. Agenda for last meeting
 - i. Spring Conference follow up – focus on Block Break and Half Block courses
Supervisors are not required to let their staff take this time, but supervisors should be encouraging professional development
 - ii. Excel@CC year end review – 277 staff and faculty participated; 30 of 140 supervisors finished the supervisor training program (60 of the 91 people in the supervisor classes were supervisors); leadership track will have a new presenter; Great Communicator will be 2-hour sessions
 - iii. 2015-16 faculty and staff climate survey – will be announced at Fall Conference, survey will take place in September (Block 1 Block Break); it may or may not apply to the Best Places to Work contest
 - iv. Workplace excellence next steps
- 4. Staff Council communication and feedback
 - a. Answering Staff Council email and web inquiries (dated on website)
 - i. n/a
 - b. Kudos for the website?
 - c. Other feedback?
No new feedback
- 5. Follow-up on Co-Chair meetings with HR and the President (not applicable)
Scheduled for June 11th
- 6. Report on Staff Council lunches (Joseph, Richard), decide who hosts the next Good conversation. Joseph and Erica (Richard was sick and unable to attend).
Suggestion to hold over block break - much quieter if staying in Rastall to eat.
- 7. In the Loop
 - a. Summer 2015 In the Loop will be June 19th
Suggestion to maybe do a re-cap of things that have been discussed during the year.
- Dog policy; Two-week pay period policy; Amenities; On-going projects

(Note: A chair does not have to be the one to give the presentation.)
 - b. Agenda
 - i. FYI -- Get to Know videos on the docket:
 - 1. Office of Sustainability (Ian Johnson)
- 8. Items we need to address or follow-up on later

- a. "Staff Infection" luncheon sessions (Aaron Cohick, Heather Browne)
 - b. Campus smoking ban discussion (Heather Horton)
 - i. This is pending student initiative; a ban is still intended/proposed as of 12/2/14
 - c. Appointed diversity/inclusion member (Nancy)
 - d. Suggestion to use Bemis Great Hall as a staff lunch area
 - e. Staff Council representative structure changes (Richard, Erica, Nancy)
 - f. Occasional employees who work long-term or over 10 hours/week (can they be included in CC's pay band structure, receive regular increases if not already, and have some "commitment" from the college to them?)
9. Subcommittees (those without new reports are listed here)
- a. Canvas presence for Staff Council (Nancy, Denise, Erica, Joseph)
We have the class for Staff Council but haven't used it yet.
 - b. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)
Reed College did contact our staffcouncil email to say they were interested in starting a Staff Council. Nancy to type up notes from the conversation and send to everyone.
Need volunteers to chair, or else we will drop
 - c. Staff Training/Professional Development (Diane, Lori; also Lisa Brommer)
Arielle is interested in keeping this active. Diane and Arielle will continue to chair this subcommittee.
10. Cabinet Member Candor: thoughts and impressions from a CC Cabinet member: skip

Special Reports

1. President's report by Caitlin Apigian

Jill is currently traveling. Board of Trustees will be meeting at the end of the month, at the Broadmoor. Their agenda will include the following:

- Changes to the Faculty Handbook
- The East Campus architect
- Vote on new peer group
- Vote on tenure for faculty
- Final presentation from Pfeiffer Partners on final schematic for the library

There is no word yet on the breakdown of the salary pool, but there will most likely be a formal announcement at the In The Loop on June 19. If no formal announcement, then staff will be notified by June 30.

2. Human Resources report by Denise (sent via email by Lisa Brommer)

HR is busy working on evaluations and salaries. They should be finalizing the admin support positions this week and next week.

Announced that Jessica Bridge is the new staff assistant in HR.

3. Campus Committee reports (Budget/Compensation Committee, etc.)
No report

Subcommittee Reports, including action items to address

1. Events Planning Committee (Denise, Susan, Erica, Brenda)
Two to three larger events take place each year. Cari offered to serve on this committee.
2. Staff Amenities Brochure/Website (Cindy, Nancy)
Actually a website instead of a brochure. Business cards are being handed out. We have one vendor who has signed up. Nancy is stepping down. No one offered to serve with Cindy at this time.
3. Staff Recognition (Cindy, Denise; also Lisa Brommer)
No report

New Business

1. Vote on using Staff Council budget to buy extra coupon books, Joseph
Joseph proposed to purchase \$1,000 worth of Rastall booklets for staff council lunches
Ariel seconded, motion passed

Joseph passed out the other two remaining booklets that we had purchased. Discussion about whether or not this would be good for a larger discussion.
2. Committee nominations, Nancy
Nancy and Erica to meet and go over the nominations and compile. Will send out to the Council. May need to hold a special meeting to address.
3. Feedback on Staff Council's web site and email, Joseph
 - a. What should we do with lingering feedback/questions there?
All of SC has access to it.
Topics:
 - Feb '14 – parking lot rules - Nancy spoke to Nick and he said he would address it next time he sent something out about it.
 - Will respond on the website that we passed this along to Nick Calkins
The issue about using Gates as a staff lunch location

Why does Admission tour exclude Packard and Cornerstone?
 - Cari will look into this.
Leadership Philosophy document
 - To follow up on this one
Library and the center
 - Probably needs to have a larger conversation

Org charts for the college

- Caitlin says there is one for cabinet and their direct reports
Question of who would maintain. Will include an answer to this one on the website.

Question about process for internal hiring process

- Will check on this one. HR may have an existing policy already written up.

Question about birth control.

- Joseph will check for a comment from HR

Discrepancy withn exempt and non-exempt for vacation accrual.

- Will defer this one to the Compensation Committee.

Campus Safety issue – formal answer for website??

- Respond that we received this and addressed it with the president.

Question about a policy to bring children to work.

- Denise to look into whether we have a policy for this. If there is one, then we should provide a link. Apparently there is not an official policy. Can refer people to the staff handbook.

4. Visits with President Tiefenthaler and Staff Council representative areas, Joseph Meetings need to take place between now and December. Purpose is to give the president face time with staff. Work with Michelle Beckmann in President's Office to coordinate. Plan on an hour-long meeting. Each representative area is to handle the logistics separately.
5. Other business/future agenda items?
6. Action Points, Denise

Adjournment 12:50