

Staff Council Minutes October 7, 2014

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

Additional attendees: Chad Schonewill, Jennifer Golightly, Stephanie Wurtz, Barbara Wilson, Caitlin Apigian, Stormy Burns

Ongoing Business

1. Approve last meeting's minutes
Minutes from 9/9 and 6/23 were approved
2. Workplace Excellence update
 - a. Excel@CC certificate drafts feedback
Joseph to send us samples
 - b. Proposals for this coming year
 - i. Bi-weekly pay period proposal
Stormy will come talk to us
 - ii. Tentative Proposal: No employees have to work in basements (referred)
Brian is working on this issue
 - iii. Tentative Proposal: Develop a financial reward system for staff who do extra work (update from President's meeting)
We are sticking with the existing system. Bonus system is in place. Those working overtime get paid for it. We won't pursue further. Any changes to this won't be addressed unless we have a set proposal to present.
3. Staff Council communication and feedback
 - a. Answering Staff Council email and web inquiries
 - i. Follow up (discussed in September): Why are departments and offices charged by facilities for work orders that are performed during the regular business hours of the day? The facilities workers are paid hourly or by salary, I believe, and not by the job; they will be paid whether or not there are specific work orders, so why are charges made for work during business hours?
Denise will get Chris to answer and will get it posted on website.
 - ii. Pet policy – and other policy – enforcement (from In the Loop)
Diane and Arielle will talk about it and bring proposal next time.
 - iii. Freddie Wallace recognition (email from parent regarding his coaching)

Do we still use the kudos page? *Around the Block* is the on-campus publication that recognizes staff. Send things like this to Leslie Weddell or to Communications.

- iv. Flu shot clinic advertising
Joseph to draft email.

- 4. Follow-up on Co-Chair meetings with HR and the President
 - a. Committee membership and nominees follow-up

- 5. Writing Center Committee representative selection (Erica)
Two self-nominations: Gerri Anne Reed and Sara Luther.
Erica to send out over email for everyone to vote.

- 6. Report on Staff Council lunches, decide who hosts the next
Postponed to second block, Denise, Susan and Richard to host

Items under 7 & 8 not discussed.

- 7. In the Loop
 - a. Staff Council report
 - b. Agenda (Get to Know video follow-up)
 - i. Get to Know videos on the docket:
 - 1. Alumni Office (Contact Anita Pariseau; shoot around October Homecoming, show in Block 3 ITL)
 - 2. Humanities Shops (Contact Andy Tirado, Paul Martin, Janette Avramov, Katherine Hamilton, Heather Oelklaus); 3D Art, Art, Costume, Theatre/Dance, Art; shoot in Blocks 3-4, show in Block 5 ITL)
 - 3. Office of Sustainability (Contact Ian Johnson, shoot in Blocks 5-6, show in Block 7 ITL)
 - 4. Others to shoot during the second semester, show at the summer ITL and next year:
 - a. Carpentry Shop, Facilities (contact Karl Greis)
 - b. Collaborative for Community Engagement (contact Richard Bishop)
 - c. Communications (contact Arielle Mari)
 - d. Electrical Shop, Facilities (ask Staff Council before contacting them; we haven't asked their permission)
 - e. IDEA Space (contact Jessica Hunter Larsen)
 - f. ITS: Enterprise and/or Innovative teams (contact Vish Paradkar)
 - g. Natural Sciences Shops (greenhouse, chemistry stockroom, etc.; ask Staff Council before contacting them; we haven't asked their permission)
 - h. Residential Life (contact Brenda Soto)

- i. Counseling Center, Wellness Resource Center, and the Health Center (possibly combining CSHP with the Counseling Center; contact John Lauer)
- 8. Items we need to address or follow-up on later
 - a. Staff Infection series (Heather Browne, Aaron Cohick)
 - b. Campus smoking ban discussion (Bethany Grubbs)
 - c. Appointed diversity/inclusion member (Nancy)
 - d. Suggestion to use Bemis Great Hall as a staff lunch area
- 9. Subcommittees (those without new reports are listed here)
 - a. Assistance Fund/Vacation Sharing
This committee's work is done

Special Reports

1. President's report (Caitlin Apigian for President Tiefenthaler)

Soup Kitchen - communication could have been a lot better. Apology from Jill and CC leadership. Hard date of closing: Nov. 17th.

History of why – CC's Board of Trustees (BOT) brought it up, but it was not a board decision. BOT strategic committee was looking at safety on campus; students reported that students are never there at the kitchen. Dean Siddoway was asked to look at the Soup Kitchen. Dean Siddoway reviewed and found that meals were being handed out, but no real emphasis was being placed on education, community, etc. There was also no code of conduct present. No rules. Discovered that people who were banned from the Marion Soup Kitchen (sexual predators) were being served at Shove. Additionally, Shove Chapel can't handle the physical wear and tear. Dynamics of people who are coming to the kitchen has changed. Used to be more elderly.

Jill has requirements to keeping it operating: Students have to be involved, a screening process needs to be in place, a change in location is required and there needs to be best practices policies in place.

Staff Council asked why this wasn't communicated to campus. Who decided that it needs to be closed? If Jill didn't know, then who chose the date? Collaborative for Community Engagement (CCE) and Mike Siddoway were the ones to set the hard date.

Staff Council asked why Patrick Bultema/Big Idea is being listed as the contact person rather than CCE? Caitlin assured SC that CCE still actively involved in the process.

2. Human Resources report (Barbara)

Excel@CC – upped the class size to 35 from 30, to accommodate more attendees. Sessions are filling up.

Supervisor training:

Jill wants every supervisor to get that training: Working closely with HR and crafting email to go out from Jill to supervisors.

Subcommittee Reports, including action items to address

1. Events Planning Committee (Denise, Susan, Erica, Brenda)
Oct 23 from 4:00-6:00p.m. Calling it “Fall Fiesta.” Will be held in Cornerstone Main Space. Committee will be checking with Jessica Bennett for donation items. Kudos cards for people to fill out and announce during the party.
2. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)
Nothing to report
3. Staff Amenities Brochure/Website (Cindy, Nancy)
Cindy still working on card to give out to local businesses
4. Staff Recognition (Cindy, Denise; also Lisa Brommer)
Nothing to report
5. Staff Training/Professional Development (Diane, Lori; also Lisa Brommer)
Nothing to report

New Business

1. Canvas Presence for Staff Council (Chad and Jennifer)
Showed us some options for using. They would like to have more than just faculty and students using it.
 - Joseph suggests that Staff Council set up a Canvas presence – it would allow for some interesting new methods of interacting with staff, such as discussion forums, and even some interesting messaging possibilities. Suppose staff opted in as students and set their communication preferences. Staff Council could then use Canvas announcements to get timely notices to staff according to their own communication preferences...
Joseph, Nancy and Denise will look into and set up trial page. Erica has been trained to use Canvas and is also happy to help.
2. Bi-weekly pay period proposal (Stormy Burns)
 - Follow-up from Workplace Excellence committee meeting

Graph showing what would happen bi-weekly vs twice a month.
Stormy presented the two sides. Need buy-in from hourly staff to move it forward. VP's need to hear if it is just a groundswell or a real issue that hourly employees care about. How much of staff is hourly? Barbara didn't have with

her. We should really have sessions offered for pros/cons. Have sessions on how to budget.

Data gathering has taken place. Joseph recommends going forward with implications. Next steps? Sessions would be good. Poll people at the sessions. Can we put a calculator up on web so people can see how it affects everyone?

Barbara, Susan, and Joseph to look at.

3. Staff Council representative structure, Richard Bishop

- Does Staff Council need to reorganize given all the recent office moves? Locations changing. Large numbers for academic division. Erica has 119. Richard, Erica, Nancy will put together a proposal for next meeting.

4. Action Points

Denise get answer re: work order charges

Erica email SC about Writing Center Cmte

Diane and Arielle - pet policy

Cindy - card to hand out

Erica, Joseph, Denise, Nancy - Canvas

Joseph, Susan, Barbara – info sessions for bi-weekly pay period

Richard, Erica, Nancy - proposal for SC divisions