

Staff Council Minutes January 29, 2013

Staff Council members present: Jayne Blewitt, Stormy Burns, Kathy Butler, Nancy Fox, Kathy Gonzalez, Annette Megneys, Joseph Sharman, Aimee Stephenson, Andrew Watson
Guests present: Jim Swanson, Dave Reed, Lisa Brommer, Jill Tiefenthaler

Special New Business

1. Discuss what Staff Council can do to help support Elaine Redwine, 5 minutes

- Jim Swanson will come to give suggestions and updates on ongoing efforts.

Jim reported that Elaine comes back to work tomorrow (1/30); she has been on administrative leave since her son disappeared. Elaine wants to make sure this issue is kept in the public eye. Dave Reed said there will be a spot at the first period of the February 22 hockey game highlighting Dylan Redwine, as well as information about missing children generally. (Dylan is a big fan of the CC hockey team.) Dave and Jim asked us to email them with ideas for on-campus awareness raising. Jayne and Kathy G. will plan an event this spring combining athletics and missing child awareness, with a focus on Dylan Redwine.

Old Business

1. Subcommittee reports, 15 minutes
 - a. Campus Climate Survey (Bethany, Weston, Kathy, Nancy)
Lisa Brommer reported that, at the President's request, HR is considering Modern Think as the survey vendor, rather than Sibson Consulting. They are still deliberating.
 - b. Staff Amenities Brochure (Nancy, Mark, Lisa Brommer)
no report
 - c. Compensation (Joseph, Brenda, Marj Webster)
Joseph reported that, at the Co-Chairs' December 14 meeting with President Tiefenthaler, she said (1) CC staff salaries should be at 40-60% of the median market percentile; (2) CC "needs to do better with compensation"; (3) the FY 12-13 compression pool is \$250,000, and it will focus on staff paid at 0-25% of each band; (4) all experienced staff should eventually be at least at the 25th percentile in each band.
 - d. Staff Advocacy/Arbitration (Mark, Nancy, Stormy, Jessica, Lisa Brommer)
Lisa Brommer reported she is waiting to hear back from Mark regarding setting up a meeting with the Staff Council representatives and HR.
 - e. Children's Center Fees (Jayne, Jessica, Annette)
Jayne reported that this subcommittee needs to set up a meeting with Barbara.
 - f. Listserv for Liberal Arts Staff Councils (Joseph, Weston, Jayne)
Joseph reported that the listserv has been created, and the subcommittee has drafted an email to send to other Staff Council equivalents.
 - g. Staff Training Policies and Guidelines (Jayne, Mark, Jessica, Weston)
This subcommittee has not met yet.
2. Strategic Planning update, 5 minutes
 - a. Any feedback or follow-up from the Half-Block community retreat?
no report
3. Update regarding gift cards for last year's Staff Council members, 5 minutes
no report
4. Overview and follow-up regarding the co-sponsored athletics events 1/25, 5 minutes
 - a. Jayne will also discuss possible future events for the spring

The 1/25 event had 70-80 attendees, Athletics was very helpful, and people appreciated the speech by the basketball coach. The upcoming spring event will be done in conjunction with missing child awareness.

5. Follow-up regarding the suggestion that CC establish a fund to provide assistance to employees who have experienced a hardship and/or establish leave sharing, 5 minutes
President Tiefenthaler and Lisa Brommer said this would be possible, but it would be hard to set up, and the College would need to establish guidelines.
6. Report on Staff Council lunches, decide who hosts the next, 5 minutes
Nancy and Bethany will host the Block 5 lunch. Staff Council needs to keep a list of attendees so we make sure to get new staff at lunches, rather than having the same staff attend multiple lunches. Lisa Brommer said she could give Staff Council a list of new employees to invite them in particular.

New Business

1. Discuss the rubric used to evaluate proposed strategic planning initiatives, 10 minutes
President Tiefenthaler handed out paper copies of the rubric that will be used. Each Strategic Planning committee will complete the rubric for proposed initiatives and use it to rank them. The minutes of each committee (posted online) will reflect in general what decisions were made about initiatives. The final outcome of the initiative vetting process will be a narrative document, not a list of initiatives or projects to complete.
2. Policy Initiative follow-up and the status of the Staff Handbook, 20 minutes
 - Besides existing policy proposals, Staff Council would like to see codified (1) what can cause immediate firing/termination; (2) what actions can result in probation or disciplinary action
Barbara Wilson emailed Joseph before the meeting and said (1) policy development is a priority this fiscal year; (2) the handbook should be updated this spring; (3) the policy group is compiling policies into a central repository; (4) the staff recruitment process is being reviewed as part of this policy development. President Tiefenthaler said the policy group (a committee of 8-10 people) has as its first priority getting the College into compliance. It is developing a "policy on policies" to codify how policies get decided (a 30-day comment period, etc.). The policy group is inventorying and updating policies as well as determining what policies are required but missing (such as a record retention policy). Every policy will go into a central online repository. It will be possible to link to those policies, but the policies cannot be copied to other locations. That way, there will only be one place to update, one place to find the most current policies. The President is working on a document, "Who Decides," defining who makes decisions at the College and under what circumstances.
3. Plan the "What Do You Do" segment for the Block 5 "In the Loop," 5 minutes
Joseph reported that Jessica volunteered the Collaborative for Community Engagement to go first, at the February "In the Loop." Ken Ralph will also speak about the new fitness center. A film would be a good way to introduce some departments. President Tiefenthaler suggested the "HVAC guys" should go next, in April, probably with a video made of their work. President Tiefenthaler also said that a group of 20 students is leading an effort to learn with staff. They have a blackboard set up by Rastall's to get input, and their first idea is to follow Facilities staff to see how they do various jobs (laying tile, etc.). Learning from other departments may follow.
4. Budget Committee report, 5 minutes (moved here since Marj will be late)
Marj reported that the Budget Committee meets tomorrow. There were no questions about Marj's emailed report.

5. Form a subcommittee to address Staff Council bylaws, committee memberships, 5 minutes
 - In previous meetings, we've discussed changes especially regarding the Committee Liaison section in the bylaws. Along those lines, for those all-college committees that do not have specific membership rules, should Staff Council have a rubric for selecting appointees? Should we encourage staff to continue serving on committees (if they are interested), do we want to rotate membership, do we want staff with particular expertise to sit on certain committees, etc.?
President Tiefenthaler said that there could be an election for all staff serving on campus committees, rather than those staff being appointed by Staff Council. Faculty are apparently voted onto campus committees, rather than being appointed by the FEC. This subcommittee should codify in the bylaws what are the expectations of staff serving on campus committees (reports, etc.). Kathy G., Jayne, and Joseph volunteered to serve on this subcommittee.
6. Other business?
Lisa Brommer said that the "Thriving at CC" onboarding half-day event had vendor-like booths set up where new staff could ask questions. There was a game, "Who would you talk to?" to educate new staff on where to find information. Additionally, HR will host a new employee meet and greet on February 27 for all new staff, not just benefits eligible staff.