

Staff Council Meeting 10/9/12

Attendance: Weston Taylor, Brenda Soto, Naomi Trujillo, Jane Turnis, Annette Magneys, Kathy Gonzalez, Joseph Sharman, Kathy Butler, Andrew Watson, Bethany Grubbs, Stormy Burns, Mark Lee

Guests: Jill Tiefenthaler, Lisa Brommer, Barbara Wilson, Marj Webster

Committee Reports

Campus Climate Survey: *In the past, Staff Council has conducted a Campus Climate Survey to gain data about staff satisfaction and morale across campus, as well as to seek feedback about new initiatives*

- HR is compiling a list of consultant groups for the committee to help to build a comprehensive survey
- We need to develop a solid goal for the survey – the Committee will come up with a goal and send over email to Staff Council for feedback
- Jill suggested that we need a baseline for measuring our progress around morale and stress as we move forward with our Strategic Planning

Staff Amenities Brochure: *In an effort to highlight unseen benefits of employment at CC, Staff Council is hoping to update and revive a staff amenities brochure to be held in HR.*

- Lisa shared the 2008 copy with the Committee during their last meeting, and it appeared that info may be outdated
- We discussed the difficulty of maintaining the amenities list – ie some companies may change ownership or forget that they offered a discount after a year or so
- It was suggested that we focus more on internal perks, and Mark also suggested utilizing social media such as SCVNGR and 4Square

Compensation Committee:

Staff Advocacy and Arbitration: *no update*

Children's Center and Parking Fees: *no update*

Listserv for Liberal Arts Staff Councils: *no update*

Steering Committee:

- They are going to try to make more mention of the subcommittees in digest messages advertising the Strategic Planning Sessions
- A suggestion was made to offer hockey tickets as incentive for attending the sessions
- HR and Athletics recently partnered to sponsor new employees (as of Jan '12) to sporting events
- Jill also said she's in the plans to do a "Fall Conference" during half-block break
 - The sessions would be topics about strategic planning goals, etc.
 - After sessions, she's picturing small lunches (approx 50 ppl) to give feedback on the strategic planning goals and initiatives
- A reminder that for all of the strategic planning committees, collecting feedback helps them to conceptualize initiatives from which they shape goals – Jill said we can't fulfill everything on the wish list, so please don't feel as if you weren't heard if your idea doesn't show up in the final plan, but know that they are tasked with trying to choose the things that we know we can do and do well in order to most benefit the college

Other Topics

HR Onboarding Update – Lisa and Barbara

- They met with a number of interested staff to discuss what onboarding should look like
- There will be a new process rolled out in January

- At the next Staff Council meeting, they'll bring a draft for feedback

In the Loop

- Great turn-out, but only 2 questions were submitted, so we need to more widely publicize the Q&A link on the web
- HR offered to shuffle questions to Jill that they've received in the office
- Feedback sent to Staff Council after In the Loop:
 - Lounge for staff, similar to the faculty lounge in Cossitt – after asking all Staff Council members if they have a lounge in their work areas and if others would be welcome in that lounge (answers were all yes), Mark offered to compile a list of staff lounges on campus that are open to all
 - Suggestion that employees should be able to evaluate supervisors – Jill said that we should do 360s (evaluation process including supervisors, peers, and subordinates of individuals) – they are time and resource intensive, but she's doing them for a few members of her cabinet this year and will continue with a couple per year as she moves forward

Staff Council Lunches

- At the block one lunch, there was good discussion, mostly focused on compensation and career development/planning/advancement
- 2nd block: Kathy G and Naomi; 3rd block: Andrew and Stormy; ½ block: Naomi and Jane

Fall Festival Event

- Being advertised now
- Raffle off items – we are collecting donated swag, but we talked about how it would be nice to have something to give to everyone, or have some raffled items for which you don't have to be present to win
 - Patsy's chocolate bars were mentioned - \$2.50 apiece – further discussion to occur via email

Institutional Effectiveness Committee Meeting with Staff Council

- Dave Armstrong and Pam Brommer came to a special staff council meeting to gain feedback, and they were pleased with the good ideas
- Common themes were around communication and time management – we spend a lot of time running around trying to figure out how to do what we want to do
- Jill noted that IEC is just CC's – no outside stakeholders, because it's just for us to figure out how we as a college and administrators can work more effectively
- Weston suggested including contractors and community that we work with to give feedback on what it is like to work with CC, though

Compensation Committees Meeting with Staff Council

- They are hoping to get a final draft of pay for performance model to HR soon, and HR would look to start implementing by March
- It includes four "buckets" based on performance reviews and your bucket placement would determine your level of raise
- Jill emphasized that we're not putting *people* in buckets, but rather categorizing the year that they've had performance-wise
 - One of the benefits is that if you haven't had a great year, for whatever reason, and your performance is placed in a lower bucket, then you know how to move forward and create goals for next year's performance
 - Jill also said that the Board has created goals for her and she has created goals for her cabinet – this is happening at all levels

- This system relies heavily on good solid employee goals
 - HR has conducted 11 sessions for supervisors focusing on how to set employee goals
 - They also have just sent out an invitation to non-supervisors as well – look at the staff digest for more info: 22nd, 23rd, 24th
- Jill also asked for Staff Council to explore the idea of an appeal process for those staff members who don't feel that they were reviewed or assessed properly

Marj Webster's Update

- "The new dean is approaching the process of information gathering by inviting key players (so far: Compensation Committee and the President) to come speak directly with the Budget Committee. This approach feels more open to discussion and more in the direction of transparency."

Bylaws Revisions

Role of Elections Officer vs. Committee Liaison

- We have a Committee Liaison in order to get updates/reports from the All-Campus Committees
- Jill suggested that the All-Campus Committees be required to post minutes to the web just as Staff Council and all of the Strategic Planning Committees do

Vote on Staff Council Budget

- Professional development budget (\$1,000) could be used to bring in speakers to benefit all staff, or it could be used as a "scholarship" for staff whose departments can't afford to send to conferences
- Kathy Butler noted that last year we actually spent \$800 out of this budget line for blockly lunches
- Staff Council voted to approve the minutes as presented below

2012-2013 PROPOSED BUDGET			
Line Item	Allocated Budget	Account Code	Account Description
End of Year Event	\$650.00	707501	Official Functions
Event Support	\$1,000.00	707501	Official Functions
Gifts and Recognitions	\$400.00	707501	Official Functions
Professional Development	\$1,000.00	707601	Professional Development
Staff Council T-shirts <i>- may not use full</i>	\$150.00	701091	Uniforms
Welcome Back Fall Event	\$3,500.00	707501	Official Functions
Contingency Fund	\$300.00		
Total	\$7,000.00		

approved 10/9