

## Staff Council Minutes February 24, 2015

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

Absent: Emily Anding

Additional Attendees: Tulio Wolford, Jill Tiefenthaler, Stephanie Wurtz

### Ongoing Business

1. Approve last meeting's minutes  
Minutes from 1/27/15 were approved
2. Approve April 1, 2014 minutes (revised versus original)  
Joseph moved, Brenda seconded, all approved, minutes approved.
3. Workplace Excellence update  
Committee will be meeting tomorrow
  - a. Proposals for this coming year
    - i. Bi-weekly pay period proposal
  - b. Agenda for 2/25/2015:  
Spring Conference (March 27) Registration going out this week;  
Block Projects Update ("Employee/Employer Relations" completed;  
Block 5 Banner fund/org security;  
Block 6/7 Student Accounts program fees;  
Block 7/8 Leadership awards;  
Update on the Student and DEAB ideas);  
Rules Project (Staff Council project or Block Project – who should take this on?  
What are the rules? Why do we have this rule? What was its original intention?  
Do we need it?) - Someone else on Staff Council will need to sit on Workplace  
Excellence Committee when Joseph's term is up. (Outside employment policy -  
good example)
4. Staff Council communication and feedback
  - a. Dating feedback on our anonymous submission site (Arielle)  
Should we archive or delete the old postings. Discussion - general consensus is to  
archive the older items.  
Need to address the email inquiries that haven't been posted.
  - b. Kudos from the Fall Fiesta (Arielle, Denise)  
Most of them are up (per Arielle)

- c. Answering Staff Council email and web inquiries
    - i. Non-exempt vs. exempt leave (referred to the Compensation Committee)
    - ii. New proposed dog policy change is too open to interpretation; I oppose the change and recommend the current policy be enforced and applied to students  
There was one comment about dog policy "CC is not a dog park"
    - iii. Concerns about Campus Safety (already addressed with President Tiefenthaler)  
Roy spoke with Co-Chairs, who brought this up to Jill. Always two sides of the story. Not able to speak about it in greater detail. Discussion regarding the fact that people who go under investigation, aren't able to get a copy of the report. This is not in the policy. Should it be? Should we pass this along to Gail Murphy-Geiss? The report might have testimony from witnesses etc., so should that info really be available? The policy was just reviewed by outside counsel, etc. and the policy met proper standards. Joseph will pass along to Gail, and get back to Staff Council if necessary.
  - d. Other feedback?  
Calendar discussion. When will we hear about the start date for Fall '15?
5. Cabinet Member Candor: thoughts and impressions from a CC Cabinet member  
Who should we invite? Mark? Robert? Joseph will surprise us.
  6. Follow-up on Co-Chair meetings with HR and the President  
Discussed Campus Safety issue and evaluation structure
  7. Report on Staff Council lunches (Diane, Nancy), decide who hosts the next February lunch didn't happen.  
Next scheduled date is March 12. Diane, Susan and Erica will do it.
  8. In the Loop
    - a. Summer 2015 In the Loop will be June 19<sup>th</sup>
    - b. Agenda
      - i. FYI -- Get to Know videos on the docket:
        1. Office of Sustainability (Contact Ian Johnson, shoot in Blocks 5-6, show in Block 7 ITL)  
Dave McCann is working on the Sustainability staff video.  
Sustainability has a lot of interns, so he should be able to get good footage.
        2. Others to shoot during the second semester, show at the summer ITL and next year:  
Consensus is that we should remove those who haven't approached us about being in the video.

- 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 John Lauer; requested by Brenda Soto 9/9/2014)
- i. Counseling Center, Wellness Resource Center, and the Health Center (possibly combining CSHP with the Counseling Center; contact John Lauer)
- j. International Programs (contact Inger Bull)
- k. Advancement Operations and Gifts and Records team (contact Judy Kanagy)

9. Items we need to address or follow-up on later  
(Did not discuss)

- 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. Two-week pay period proposal (Stormy Burns)
- e. Suggestion to use Bemis Great Hall as a staff lunch area
- f. Staff Council representative structure changes (Richard, Erica, Nancy)
- g. Amenities card for local businesses (Cindy)

10. Subcommittees (those without new reports are listed here)  
(Did not discuss)

- a. Canvas presence for Staff Council (Nancy, Denise, Erica, Joseph)
- b. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)
- c. Staff Training/Professional Development (Diane, Lori; also Lisa Brommer)
  - i. This subcommittee is putting work on hold until summer/next academic year

Special Reports

- 1. President’s report, by [Jill Tiefenthaler](#)

BOT this week. Big things on plate - Budget, Tuition recommendation, budget allocation, master-plan reviewed. Talk about going to bond market, need some funds to bridge gifts to library renovation, \$25M is goal. Discussing bond for east campus housing, which will pay for itself in revenue.

Feedback on pet policy has been 'wild'. Lot of diversity on issue. Going to let it run for 30 days, then will bring it back for discussion with Cabinet. Jan Edwards - lot of issues with ADA - in particular with students. Questions about animals in the classroom and animals on campus in green space. Also issue with therapy animals.

Feedback on compensation comments. Asked us if we had heard anything. SC hasn't heard from people - only thing is few comments about not including the %. Worried about it being flat. That will only happen if supervisors don't differentiate. Some of comments might be coming from a place of distrust (Arielle). Impossible to have a system that doesn't include judgment. Jill and cabinet took the training - very clear. This response came from the negative feedback to the 'bucket' system previously used. Jill asked us to help clarify with our constituents.

Block projects: Block 5

Employee/Employer commitment - Jill is asking 'who is the employer'? 1/3 of staff are supervisors. Getting pushback from faculty - feels top down. This charge came from Staff Council to be a Block Project. Discussion about the draft document. Reads more like a vision statement. More of a moral understanding.

People want to trust that there won't be retribution - for example when whistleblowing.

Staff Council should take the statement from ITL and create something that we can state and then point people to the existing policy. Change the title. Staff Council to take this on. Don't want to put this out there if staff feels its empty, and faculty don't like at all.

Would like to know what concrete things we can do to break down the silos. Campus is decentralized. It is a good thing that we have a mission.

Other Block Projects coming up:

Banner fund and org securities

6 & 7 - student block program fees

6 & 7 - inclusion

8 - leadership

Block A - graduation for off-schedule times. (Dec. and Aug.)

2. Human Resources report – no report today

Ran out of time – unable to discuss following items on agenda.

3. Campus Committee reports (Budget/Compensation Committee, etc.)

Subcommittee Reports, including action items to address

1. Events Planning Committee (Denise, Susan, Erica, Brenda)
2. Staff Amenities Brochure/Website (Cindy, Nancy)
4. Staff Recognition (Cindy, Denise; also Lisa Brommer)
  - a. Survey for seniors regarding which staff influenced them

New Business

1. Employer Commitment Draft Statement from the Block Project team, Erica, 10 minutes
2. Biweekly Pay Period Proposal brown bag lunch March 4 from noon to 1:00 in Armstrong Board Room, Joseph, 5 minutes
3. Ensuring Staff Council is representative of a staff consensus, rather than just “squeaky wheels,” Joseph, 10 minutes (requested by President Tiefenthaler)
  - a. More surveys? The last regarding priorities was conducted in late 2012. We also surveyed staff in early 2013 regarding top questions for HR to ask in the climate survey.
4. Other business/future agenda items?

Brenda is working on process with HR for student survey, staff recognition. HR is hoping Staff Council will help out. Since the new process won't be as labor-intensive. Survey will be electronic. Last year was the first year that it didn't happen, and staff noticed. Good that it is coming back.
5. Action Points, Denise

Think about who will be the SC rep for Workplace Excellence Cmte.  
Block 7 lunch  
Arielle to go thru list for Need to Know videos  
Erica and Richard to look at openings, get with Arielle, to turn on website

Adjournment 1:10