

## Block 4 Staff Council Minutes December 1, 2015

Approved 1/26/2016

Present: Kathy, Shiyake, Denise, Erica, Tulio, Diane, Richard, Arielle, Carolyn

### Ongoing Business

1. Approve last meeting's minutes
  - a. Erica moves, Diane seconds. Minutes approved
2. Apparel Order – did everyone get their apparel?
  - a. Diane has not yet received her item. Arielle will check with Jody for shipping list.
3. Workplace Excellence update
  - a. Proposals for this coming year
    - i. Rules Project (Staff Council ongoing practice to review policies) (Arielle)
  - b. Spring Conference follow up, 2015-16 faculty and staff climate survey, workplace excellence next steps
    - i. Next meeting this week (Arielle)
4. Discuss thoughts, feelings, ideas, online submissions regarding the November 16<sup>th</sup> all campus event on racism at CC.
  - a. Feedback passed out for review. Issue originated when staff was explicitly excluded in faculty e-mails (“Do not discuss this with staff”). Academic assistants saw the e-mails and sought to address the divide. (Erica) Co-chairs talked and decided we had to have some action to voice our support (Denise). HR, Paul Buckley, and Mary Francis all want to see the comments, which will be forwarded. Issue should go out of our hands at this point. We have given staff a chance to be heard (Erica, Denise, Arielle). This was a student-initiated event. Segregation between Mohrmon Theatre and Reed Arena was perhaps unavoidable – overflow was necessary, and all students should have been together, but staff were excluded. We want to make sure students know the staff employees of the college support them (Arielle). Also, collecting signatures after-hours did work against staff who were all gone (Carolyn). Many staff (and faculty) didn't know what was going on, or how the issue developed on campus (Diane, Erica). Has been a good discussion. Sense of immediacy from students (Shiyake) drove the quick campus response. Problems that have been raised are more for awareness moving forward (Arielle).
5. Staff Council communication and feedback (anonymous submission form, Staff Council email, emails to distribution groups, messages to the Staff group, attendance at division meetings, etc.)
  - a. Answering Staff Council email and web inquiries/Review new submissions (Arielle)
  - b. Other feedback?

- c. Discuss removing anonymous from the Staff Council Page
  - i. Do we need an option for anonymous submissions? Making “Name” a required field doesn’t require someone to put in an accurate name, they can put “Anonymous” (Arielle). Jill is in support of removing anonymous option for transparency (Erica). Is the submission the same on the “In the Loop” and “Staff Council” page? We will remove the anonymous option from both pages for the next In the Loop and see how it goes. Questions not addressed at In the Loop are addressed as possible, just not at In the Loop.
- 6. Report on Staff Council lunch – (Tulio, Shiyanke, Erica)
  - a. Was a good group of people this time. 10 folks attended, including 2 block visitors, 3 cultural-programming coordinators (CPCs), and regular staff (Erica). Good sharing of information (Shiyanke). Some really strong feedback given to Communications re: Ungerboeck (Erica).
- 7. In the Loop
  - a. Will discuss in the future
  - b. Next In the Loop will be February 11<sup>th</sup>
  - c. Agenda
    - i. Get to Know video for upcoming meeting
- 8. Items we need to address or follow-up on later
  - a. Appointed diversity/inclusion member – who is that from staff council? (Arielle)

Guests: Barbara Mitchell, Caitlin Apigian, Stephanie Wurtz, Joseph Sharman

## Special Reports

- 1. President’s report, 10 minutes
  - a. Jill is in Phoenix, and then maybe back for a few weeks.
  - b. Thanks for support over the past month
  - c. Spring Conference – 1/14, Registration is now open.
  - d. Block 5 In the Loop will include Climate Survey results
  - e. Dec. 11 – President’s Holiday Party in Cornerstone, 3-5pm
  - f. Lots of open forums stemming from the all-campus conversation on racism.
    - i. HR and Pres. Office can’t talk about disciplinary action. 2 students were expelled in line with the Code of Conduct.
- 2. Human Resources report, 10 minutes
  - a. 20 Staff have agreed to serve as ambassadors for new employees. Next Tuesday, 12/8, will be an orientation for these folks.
  - b. We use PeopleAdmin for hiring searches. Upgrades/updates, especially on Faculty-side. There will be forums this month to discuss these changes.
  - c. Excel@CC: Still openings in numerous sessions, especially in January. One half-block session (Understanding our Students) next month.
  - d. Emergency Preparedness. Nov. 17<sup>th</sup>, there was an Active Shooter presentation for the campus community. This was insightful for HR, and

future presentations could be useful for specific divisions. Maggie Santos is available to come give safety advice.

- i. There is a committee on campus (Pre-empt?) that is also working on these issues. Working on a menu of trainings that can be utilized. Implementing a system where each building has a “captain” to oversee safety, evacuation, etc. (Denise).
3. Campus Committee reports (Budget/Compensation Committee, etc.), 5 minutes
  - a. The next meeting is on 12/15. Getting close on budget. More next block (Randy)
4. Special Guest – Joseph Sharman ITS
  - a. Get-to-Know videos. Last two deadlines were missed, apologies by Joseph. Moving forward? Need a different model. These videos can take 3-6 days of work. Significant investment of time. What do we think about using Staff Council budget to hire students to showcase projects? Or, simplify the project with scripts with similar questions for each time. It is not known what the cost would be for an outside company.
    - i. Not sure about students – can be unreliable but we do have temp/on-call people that could assist. Also, opening up the format could be useful. The list of questions can be helpful, as it reduces the amount of work. (Arielle).
    - ii. What about departments doing a presentation at In the Loop? Not all folks comfortable/willing to stand up and talk before everyone else. (Joseph).
      1. Hiring interns or having on-call people would likely be the best. Arielle will figure out estimated costs, Joseph will get a quote from outside.

### **Subcommittee Reports, including action items to address, 10 minutes**

1. Events Planning Committee (Denise, Carolyn, Richard, Cari, Shiyanke)
  - a. No update. Denise will look for link of Halloween Party pictures for webpage. Start thinking about an event for next semester – Feb/Mary. Zero-waste dinner and a movie in Cornerstone (w/ Office of Sustainability)? WALL-E?
  - b. Track and Field day for Staff?
2. Faculty Communication Liaison Committee (Erica, Cindy)
  - a. No other update
3. Staff Amenities Website (Cindy)
  - a. No update
4. Staff Training/Professional Development (Arielle, Diane, Lori)
  - a. No update
5. Action Items from last meeting:
  - a. Tulio will help Denise with online Agenda
    - i. Will work on this for next block.
  - b. Arielle will continue to send web submissions to appropriate offices
  - c. Discussion re: workplace excellence (Arielle? From beginning of meeting)

- d. Denise will submit alcohol permission request for Thursday
- e. Denise will connect with Carl about in the Loop video
- f. Great for all of us to reach out to our areas and solicit ambassador nominations
- g. Denise will put Thursday's event on the digest(s).
- h. Stephanie W. will be sending out reminders about November's In the Loop

### **New Business**

- 1. Other business/future agenda items?
- 2. Action Points (Kathy)
  - a. Arielle – find shipping list for Diane's apparel order.
  - b. Diane – remove anonymous option from website form
  - c. Denise – pass on concern about Olin/Erica going to clarify issue
  - d. Arielle – get estimates for filming videos.

### **Topics removed from the agenda for future reference:**

- e. "Staff Infection" luncheon sessions (Aaron Cohick, Heather Browne)
- f. Campus smoking ban discussion (Heather Horton)
  - i. This is pending student initiative; a ban is still intended/proposed as of 12/2/14
- g. Suggestion to use Bemis Great Hall as a staff lunch area
- h. Staff Council representative structure changes
- i. Cabinet Member Candor: thoughts and impressions from a CC Cabinet member – do we want to continue this?
  - i. To be removed from future agendas