

Staff Council Agenda April 29, 2014

11:30a.m.

Attendees: Joseph Sharman, Brenda Soto, Bethany Grubbs, Arielle Mari, Diane Westerfield, Nancy Fox, Susan Brickell, Cindy Endicott, Stormy Burns, Denise Sheridan, Kathy Gonzalez, Aimee Stephenson
Other – Lisa Brommer, Stephanie Wurtz

Ongoing Business

1. Approve last meeting's minutes
Will need to do that via email.
2. Professional development sessions (one-time opportunities, survey), follow-up
Lisa Brommer has been working on the survey. Will need to check with her, but she was working with the professional development subcommittee.
3. Strategic Planning and Staff Council involvement
No updates
4. Staff Council communication and feedback
 - a. Suggestion to use Bemis Great Hall as a staff lunch area
 - i. I would like to suggest that Bemis Great Hall be used as a staff cafeteria for lunch, Monday - Friday. A small menu (such as salad bar and an entrée) could be offered. Staff could use the lunch club on the gold card as we do in Rastall. Very often there isn't enough seating in Rastall for student and staff use. It would be nice if staff had a place of its own to relax and refresh for the afternoon, as the faculty has the faculty commons. Thank you for your consideration.

Faculty have space in Cossitt. Discussion about possibly funding Aaron Cohick's idea for staff luncheons by raising lunch card price. Not a popular idea.

Could possibly reserve a room in Worner for staff. If it grows in popularity, then add in a program and move to larger venue if necessary.

Maybe just a space on campus for staff - like the faculty lounge. Denise will check with her supervisors about space. Joseph recommended forming a sub-committee to present at next council mtg. Aimee volunteered to pull notes together. (Denise, Bethany, Arielle, and Nancy to assist.)

Gates Common Room is still available. Bemis used a lot for other catered events, so Brenda suggested we avoid using Bemis. Could meet with FEC, re: bringing groups together.

Fifteen questions were posted to the staff council website and all were addressed at the In the Loop. We need to see if Andrew Streight took notes. None of the Q & A made it on the video.

Question from new Staff Council members – how to access the SC mailbox. Joseph to send out the instructions.

5. Follow-up on Co-Chair meetings with HR and the President

- a. Block Project about staff educational opportunities to be headed by Megan Nicklaus

JMT has not tasked the co-chairs with anything at this time. Brenda is serving on that committee so if anyone has any input please let her know.

- b. The Chair of the FEC, the President, Jermyn Davis, and one Staff Council Co-Chair will make final decisions regarding committee makeup after the FEC and Staff Council send them 3-4 nominations per position (by May 13).

We still need to find nominees for positions, but they won't necessarily be appointed. See above. Need to have names to Jill at the May 13 co-chair meeting.

Kathy to let us know which committees have vacancies.

We need to check the bylaws to see about 'replacement' people vs appointed people.

After discussion it was recommended to keep 'replacement' people on the committee. Joseph made a motion that we keep members that have been selected for one term be eligible to serve a full term. Seconded. Motion carried.

- c. How can/should CC generate new Block Projects?

No time to discuss at this meeting.

6. Report on Staff Council lunches, decide who hosts the next

Next block - May 12

7. In the Loop follow-up

- a. How to make sure everyone uses a microphone during the Q&A

Nancy will contact Andrew to see about making sure microphone is used.

8. Items we need to address or follow-up on later

- a. Staff luncheon sessions (Aaron Cohick)

- b. Campus smoking ban discussion (Bethany)
9. Subcommittees (those without new reports are listed here)
- a. N/A

Special Reports

- 1. President's report
No report
- 2. Human Resources report, Lisa Brommer reporting
Professional Development - needs assessment survey is on track to go out tomorrow or day after. Anticipating a good response.

Commitment to our internal candidates. (Paul from last meeting.)

FYI staff recognition - we aren't going to do less, but look at more bang for our buck. Meaningful, realistic events. Had over 60 events. Do not want to give perception that we are backing off.

- 3. Campus Committee reports (Compensation Committee, etc.)
No report

Subcommittee Reports, including action items to address, 10 minutes

- 1. Assistance Fund/Vacation Sharing (Bethany, Lori [reporting]; also Barbara Wilson)
Nothing to report
- 2. Events Planning Committee (Bethany, Denise, Kathy G., Susan; also Jodi Hinz, Kelley Mathers, Lisa Brommer)
 - a. Vote on using remaining funds for end-of-year and/or birthday bash celebrations
Vote to use funds for birthday bash. \$25 gifts to staff council whose terms are up. We will discuss via email to see what to allocate to HR to help with the Birthday Bash event.
- 3. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)
 - a. Thanks to Aimee, Andrew, and Bethany for signing up; others?
We all need to look at the link - to contact other staff councils.
- 4. Staff Amenities Brochure/Website (Cindy, Nancy, Andrew)
 - a. Vendor discounts, Perks Program, and advertising new offerings
Someone will need to take over the maintenance – Andrew's term on Staff Council is up.

Cindy hasn't received anything so she isn't sure if she is the person a completed form would go to. Cindy to check with Andrew again.

How to advertise this with businesses. Maybe have little business card to hand out. Cindy to work on designing something.

- b. Feedback on new amenities site?
5. Staff Recognition (Bethany, Cindy, Denise; also Lisa Brommer)
No report
6. Staff Training/Professional Development (Aimee, Bethany, Diane, Lori; also Lisa Brommer)
 - a. Organize Your Outlook session, Diane, 5 minutes
 - b. Upcoming events (birdwatching lunch & learn, FMLA)
Diane will email news about this event next week.

Would like to do another organize your Outlook session. Trying to find best time to hold these sessions.

New Business

1. Staff Council election, Stormy, 10 minutes
 - Three members' terms expire: Stormy (Academic Departments), Kathy (Admissions/Financial Aid), and Bethany (Student Life/Worner Center)
New members would attend the June meeting. Messages will go to the three listserves needing a rep. Nomination message will go out twice a week for 4 weeks. Stormy would like to have voting start May 10-17. Need to have results before academic departments leave.
 - Andrew's term also expires, but Joseph stays on as ITS: rep until 2015
2. Two-week Pay Period Proposal, Stormy, 10 minutes
 - Please see the draft proposal Stormy emailed, asking the President to authorize a change; it would primarily benefit hourly employees whose paychecks vary greatly right now.
Discussion surrounding the proposal. Seems like more pros than cons.
Cons - payroll office, Automatic payments scheduled around the first of the month. Stormy willing to serve on committee if staff council pushes this forward. Should be presented as a workplace excellence issue. Council will discuss via email and bring up again at June meeting.
3. Healthcare Benefit Changes, Joseph, 10 minutes
 - Does CC offer adequate mental health coverage, especially for children?

Mental health benefits - Lisa suggests that we give Barbara the chance to look at this and respond before we spend the time/energy toward it.

Alternative medicine issue - is on Barbara's radar. Give her chance to look at and respond.

Compensation committee members have not heard any complaints re:
Cigna (Brenda)

Cindy - health screening - Why didn't we receive comprehensive results? Only covered about 10 lines compared to previous blood draws. Nancy mentioned that by the time she went to sign up, all the spots were taken. People can still go to LabCorp to have their blood drawn.

- How does staff get help with health coverage issues?

4. Appointed diversity/inclusion member, Nancy

Nancy to look at her paperwork. Nancy didn't get a good response.

5. Other business/future agenda items?

12 tenure track faculty position searches. Committee recommended that training is provided for tenure track search committees.

The Administration should establish norms for spousal hires for faculty.

Brenda made the suggestion that new employees should have their picture up on the screen at In the Loop – would be nice for people to have a face to a name, particularly if they aren't at the meeting. Nancy will ask Andrew about this.

6. Action Points, Bethany

Denise checking to see about a place for staff to eat lunch/lounge

Sign up for listserv

Nancy to contact Andrew - in the loop Q & A, photos of new employees

Staff council mailbox

Look into bylaws

Resend the link for Staff Council to contact other staff council's at other schools.

Joseph - meeting request

Adjournment - 1:00p.m.