

## Staff Council Minutes September 9, 2014

11:30a.m.

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

### Ongoing Business

1. Approve last meeting's minutes  
Tabled until next meeting. Not enough time to review.
2. Action points  
Denise to track these during meetings.
3. Workplace Excellence update
  - a. Excel@CC certificate drafts feedback  
Nothing new was discussed.
  - b. Proposals for this coming year  
Joseph mentioned that Staff Council suggested to the previous two presidents that the HR Director should be a direct report to the president. Should we present that to Pres. T?  
Talk about it in new business section. Seems like a logical step.
4. Staff Council communication and feedback
  - a. Answering Staff Council email and web inquiries
    - i. Why are departments and offices charged by facilities for work orders that are performed during the regular business hours of the day? The facilities workers are paid hourly or by salary, I believe, and not by the job; they will be paid whether or not there are specific work orders, so why are charges made for work during business hours? Thank you.
      - This has been discussed in the Facilities Department. We need to find the answer and post it to the website. If we can't answer, we still need to state that on the website. Denise to research this issue and let us know how the system us currently working. Then we can decide a plan of action.
  - b. Other feedback?  
Issue of high turnover and the lack of communication about it, i.e. Admission Office. Seems to make it worse (gossip) if nothing is announced. There should be a communication plan.
5. Follow-up on Co-Chair meetings with HR and the President
  - a. Committee membership and nominees follow-up  
The Budget and Compensations committees are sort of combined, but not really. Some overlap.
6. Report on Staff Council lunches, decide who hosts the next

Susan, Denise and Richard to host the next lunch on Friday, Sept. 26. Susan to post the digest message.

7. In the Loop

a. Staff Council report

Be sure to let Joseph know if you have additions.

b. Agenda (Get to Know video follow-up)

Trying to have agenda set two weeks prior to the meeting.

Special Reports

1. President's report (Jill reporting)

Very good Board retreat this summer. The Board agreed to fund the campaign from the quasi-endowment. Taking \$5 million from it over the next 7 years. We will be giving the Board a three-year review on the spending of this money. Looking to earn \$23 million a year, up from \$17 million (average of the last three years.)

We are in the leadership phase of the campaign, so much of the retreat centered around the campaign.

Incoming class – ended up being a little larger than expected. We had 30-40 temporary triplets. Still figuring out the total enrollment, but it is close to expectations.

Endowment earnings for the last fiscal year was at about 15.4%. We ended the year with a surplus of over \$2 million.

Caitlin Apigian will be the primary contact for In The Loop meetings. She will attend the Staff Council meetings, in Jill's absence.

'Block Projects'

One such project involved a look at the evaluation system for staff assistants in the academic departments. In each of the 4 academic divisions, one staff person will be elevated to collaborate, coordinate, mentor, train, address summer coverage, etc. This elevated position will be posted, and would not be permanent.

There is a form on Jill's web page for block projects.

Strategic Plan

Some of the Action Teams are still not complete – library, master plan, communications, The Center.

Most others have made their recommendations, and have been made into Leadership Teams.

Budget- tie the dollars to the initiatives.

2. Human Resources report (Barbara reporting)

New administrative assistant, Carla Krolls.

Excel@CC – registration is filling up. 154 employees have signed up, but very few faculty.

Barbara encouraged us to reach out to our staff and get them to sign up.

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

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

1. Assistance Fund/Vacation Sharing  
No report
2. Events Planning Committee (Denise, Susan, Brenda and Erica)  
Planning to meet to discuss the Fall Festival event
3. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)  
No report
4. Staff Amenities Brochure/Website (Cindy, Nancy)  
There was an attack on the account. Had it open so businesses could access it to add an amenity. Our thought is to have a business-card type card that we could give to vendors. Jill mentioned 'CC Night' – asking vendors to have a certain night where they offer discounts, etc. for students. We should collaborate with the students. Purpose of this is to get CC students out in to the community. Cindy will reach out to them. (Alejandro Salazar is the president of the student body.)
5. Staff Recognition (Cindy, Denise; also Lisa Brommer)  
Barbara – Fall Conference & Tiger Service Awards. She received good feedback. Faculty really enjoyed seeing it, since they don't come to In the Loop. Should faculty be recognized? Probably not monthly, but maybe yearly?
6. Staff Training/Professional Development (Diane, Lori; also Lisa Brommer)  
New policy around staff and faculty participation in half block, and summer courses. Try to do more professional development in a 'bootcamp' format, when people have more time.

#### New Business

1. Workplace Excellence proposals (Joseph)
  - The bi-weekly pay period proposal is already on the table
  - Tentative Proposal: No employees have to work in basements  
Submitted by some folks in ITS
  - Tentative Proposal: Develop a financial reward system for staff who do extra work  
Examples: If someone takes on the work of someone who left, and if that person was in a higher band; length of time is also an issue. Feedback – bonus is looked at as not very sufficient.
  - Tentative Proposal: Emphasize Human Resources and CC's focus on talent  
Joseph mentioned that Staff Council suggested to the previous two presidents that the HR Director should be a direct report to the president. Should we present that to Pres. T?  
Barbara said that she and Jill meet often.  
Jill is chairing the Workplace Excellence herself. "No end in sight for this committee."

- Tentative Proposal: Apply 50% of all documented cost savings to employee pay  
Jill – “No!” She said it would compromise the very best education for our students. Cost savings should just be a natural part of our job.

## 2. Events, HR, and Planning (Joseph)

- HR will be focusing on a limited number of events this year (year-end party, zoo, Sky Sox, hockey game, and possibly quarterly birthday parties)
- Rather than coordinating with HR this year, they will run those events, and we will run a limited number of events ourselves
- Shall we decide (likely every year) to host three specific events, such as the fall welcome back, a winter D3 sporting promotion, and one other (climbing wall, birthday parties, etc.)?  
We will do our separate events, and not be collaborating with HR.  
Events subcommittee will meet to discuss.

## 3. Other business/future agenda items?

Under budget last year by \$1,600

Recommendation to keep the budget the same. Brenda made a motion, Arielle seconded, no discussion. Motion passed.

Cindy mentioned that she hadn't received many receipts. Please remember to forward receipts to her.

## 4. Action Points

Meeting adjourned at 1:05p.m.