

Staff Council Minutes December 2, 2014

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

Absent: Erica Hardcastle, Brenda Soto

Additional Attendees: Chad Schonewill, Caitlin Apigian, Barbara Wilson, Lisa Brommer, Stephanie Wurtz, Nial Rele

Ongoing Business

1. Approve last meeting's minutes
Minutes from 11/4 were approved

2. Workplace Excellence update
 - a. Proposals for this coming year
 - i. Block Project on Employer Commitment
 - ii. Bi-weekly pay period proposal
Next steps: We need to have a calculator posted on the website so people can get a real idea of how it would affect them. A Town Hall meeting might be the approach we need. Joseph will bring this up at the Workplace Excellence Committee meeting tomorrow.
Tentative Proposal: Develop a reward system for staff who do extra work
 - iii. Tentative Proposal: Emphasize Human Resources and CC's focus on talent

 - b. Upcoming agenda for 12/3: Diversity and inclusion/Block Project ideas, Roundtable luncheons, Stupid rules project
Workplace Excellence Committee will be discussing these things at their meeting tomorrow. Idea behind a roundtable luncheon - a Cabinet member and Staff Council member would be at each table. Different topics would be discussed.

3. 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. Rating systems feedback
Only two people who did not support adding a tier.
 - b. Dating feedback on our anonymous submission site (Arielle)
 - c. Kudos from the Fall Fiesta (Arielle, Denise)
Arielle is working on getting those posted to the website.
 - d. Answering Staff Council email and web inquiries
Arielle will take the lead on checking the Staff Council email inbox, but will consult with others if needed.

Anonymous inquiries need to be answered on the website.

- i. Facilities work orders and charges during regular business hours (Denise) Facilities is responsible for ‘maintenance’ of the College. Any work requests that are outside of ‘maintenance’ will have charges associated with it.
 - e. Other feedback?
- 4. Cabinet Member Candor idea (normally 10 minutes?)
 - a. Getting thoughts and impressions from a CC Cabinet member
General consensus that it would be good to invite a Cabinet member to attend a Staff Council meeting and share what’s going on in their area.
- 5. Follow-up on Co-Chair meetings with HR and the President (not applicable this meeting)
- 6. Report on Staff Council lunches (Arielle, Emily), decide who hosts the next
Arielle and Emily reported that their departments were well represented. ☺ There was good conversation around diversity and inclusion, and positive comments about In the Loop.
Block 4 hosts: Joseph and Denise
Block 5 hosts: Nancy and Diane
Block 6 host: Cindy and ?
- 7. In the Loop
 - a. Staff Council report
 - b. Agenda
 - i. FYI -- Get to Know videos on the docket:
 - 1. Humanities Shops (Contact Andy Tirado, Paul Martin, Janette Avramov, Katherine Hamilton, Heather Oelklaus; 3D Art, Art, Costume, Theatre/Dance, Art; shoot in Blocks 3-4, show in Block 5 ITL)
 - 2. Office of Sustainability (Contact Ian Johnson, shoot in Blocks 5-6, show in Block 7 ITL)
 - 3. Others to shoot during the second semester, show at the summer ITL and next year:
 - 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 Brenda Soto)
 - 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)
8. Items we need to address or follow-up on later
- a. "Staff Infection" luncheon sessions (Aaron Cohick, Heather Browne)
Have not heard anything specific, but they have some ideas lined up. Joseph to follow up with Aaron.
 - b. Campus smoking ban discussion (Bethany Grubbs)
Heather Horton left Denise a message. Denise to check.
 - c. Appointed diversity/inclusion member (Nancy)
Group has not met since the last Staff Council. Not a lot of info forthcoming yet about the Advisory Board. Nancy to talk to Paul Buckley.
 - d. Two-week pay period proposal (Stormy Burns)
 - e. Suggestion to use Bemis Great Hall as a staff lunch area
 - f. Canvas presence for Staff Council (Nancy, Denise, Erica, Joseph)
Nothing to add.
 - g. Staff Council representative structure changes (Richard, Erica, Nancy)
Still in progress.
 - h. Amenities card for local businesses (Cindy)
9. Subcommittees (those without new reports are listed here)
- a. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)
 - b. Events Planning Committee (Denise, Susan, Erica, Brenda)

Special Reports

1. President's report - Caitlin Apigian reporting for Jill, who was unable to attend.

Block projects – an email went out about Block Projects asking for ideas. The Project for Block 5 will be around developing an employer commitment document.

Diversity dialogue follow up. At their last meeting, Trustees approved CC's statement on diversity. Sixteen sessions were held to gather feedback and those findings are being compiled.

The Holiday Party will be Friday, Dec. 5 in Cornerstone.

2. Human Resources report – Lisa Brommer reporting

Excel@CC - beginning to plan for next academic year. HR will be putting information out to staff after the first of the year. The current 6-track program is continuing into next year. They are looking at potential online opportunities.

Ongoing analysis of academic support positions with job titles, job responsibilities and correct band placement. Anticipate this will be complete by late spring.

3. Campus Committee reports (Budget/Compensation Committee, etc.)- Nial Rele reporting

The Budget Committee is looking at the budget increase requests. They are modeling what it would look like with different % increases in tuition. Required funding is looking to be \$3- 3.5 million.

Total requests are upwards of \$5M. A 4% increase, would = approximately .2M to play with. No decision yet about % increase.

Compensation Committee – Discussion regarding the addition of a 4th category for performance reviews. They would like to have input from Staff Council. Possible shifting of %'s in these categories. A decision needs to be made before the break.

Salary structure has shifted up. COBGS - will be part of picture. - \$450 would go to Needs Improvement category.

Timeline – Budget Committee is meeting tomorrow and hopes to have a finalized budget to put forward.

Also looking at a recommended increase into the TIAA-CREF pool. It is 9.5% currently. This could increase to 9.6 - 9.75. Nothing decided yet.

14-15 tuition increase was 5%.

Subcommittee Reports, including action items to address, 10 minutes

1. Staff Amenities Brochure/Website (Cindy, Nancy)
Cindy communicating with Arielle - developing a separate sight.
Cards ready to go to print.
2. Staff Recognition (Cindy, Denise; also Lisa Brommer)
3. Staff Training/Professional Development (Diane, Lori; also Lisa Brommer)
Diane asked about possibly offering a session on Excel? Or keep with Tech Tuesday.

New Business

1. Staff Council's official position regarding performance rating categories
Discussion surrounding the addition of a 4th category.
 - Vote on proposed language

Joseph made a motion to present our recommendations to the Compensation Committee, Susan seconded. Motion passed. Joseph will draft something email it to the group before it is put forth.

2. Other business/future agenda items?

3. Action Points, Denise

Arielle to post kudos on the web.

Arielle and Nancy to go through Staff Council inbox

Joseph and Denise to host Block 4 lunch.

Joseph – Look at inviting a Cabinet member to our next SC meeting.

Richard to talk to the Career Center.

Meeting adjourned 1:05p.m.