

Staff Council Minutes December 3, 2013

Attendees: Joseph Sharman, Brenda Soto, Bethany Grubbs, Arielle Mari, Diane Westerfield, Andrew Watson, Nancy Fox, Susan Brickell, Lori Peck, Cindy Endicott, Stormy Burns, Denise Sheridan. Absent: Kathy Gonzalez, Aimee Stephenson, Naomi Trujillo
Other - Marj Webster, Lisa Brommer, Jermyn Davis

Ongoing Business

1. Approve last meeting's minutes
Minutes approved
2. Strategic Planning and Staff Council involvement
Flyer was distributed to everyone on campus-\$75K to spend (green sheet)
Staff Council should email our areas
 - a. Over 100 people are participating in 11 teams
 - b. Staff Council can help with communication, keep representative areas up to date
3. Staff Council communication and feedback
 - a. After the 11/22 "In the Loop" meeting, someone submitted the following question:
 - i. "When will members of the college community embrace political diversity as much as they embrace racial, gender and religious diversity?"
A few council members have heard this issue. Conservative values have been judged. This specific comment doesn't really give us enough to take action.
How do we address? Campus activities has helped support student groups bring a conservative speakers to campus.
Suggested that political affiliation be added to our anti-discrimination policy. Joseph has already asked Jermyn/Yolanda to include this. Nancy and Bethany will also bring up this topic at their MCC/WCC meeting.
Nancy was asked to represent campus republicans.
 - b. Any feedback after "In the Loop" or the Fall Festival?
All feedback was positive.

Rich Boyer contacted Bethany about helping form a staff council at their institution.
Might be something for the listserv.
4. Follow-up on Co-Chair meetings with HR and the President – Nothing new to report.
 - a. Rating categories stay the same in this year's staff evaluation ("grade inflation" depending on supervisor, give another year to gather data)

- b. Search committees are undergoing review and policy development (Sandy and Barbara heading the action team); the College is moving to a recruiting versus hiring model
 - c. Climate survey (will conduct in the fall next time, division presentations are done except faculty)
5. Report on Staff Council lunches, decide who hosts the next
- Aimee, Cindy and Diane hosted. Three others attended. Topics discussed: Concerns about performance evaluation process. One supervisor was told can't rate someone at exceptional - so HR still needs to clarify the instructions.
 - Make sure we advertise so get a good turnout.
 - Joseph and Brenda will host in Block 4.
6. Subcommittees (those without new reports are listed here)
- a. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)
Nothing to report

Special Reports

1. President's report, Jill Tiefenthaler (Jermyn reporting)

Jill at the United Way board retreat.

Not much going on. Strategic Plan rollout almost over: Friday 7:30a.m. in the Cornerstone Arts Center. Event is open to alumni but will be mostly people from business community.

Spencer Center - everyone is out. Hoping to have everyone back in by fall. Phipps is the contractor.

Admissions - up significantly. Mark Hatch said we could actually fill our class with Early Decision applicants.

Gender/Queer issue on application. Barbara assembled a team to come up with options to present to Jill.

Joseph mentioned the question that came in after In The Loop. (regarding political diversity) Discussion regarding having this added to the anti-discrimination policy. Important conversation to have.

2. Human Resources report (Lisa Brommer reporting)

Spending a lot of time with professional development sessions and sessions on staff evaluation process.

There will be a Q & A session in February closer to when the process starts.

Year two - this gives us another year worth of data to look at and collect feedback.

End of January - will be meeting with staff council subcommittee

Wellness Champions event tomorrow night - climbing gym 5:30-7:30p.m.
Dec 11 - Respect in the Workplace session
HR Open House - 916 N Weber Dec 11, 4-5p.m.

Lisa sent message out to staff who were recognized in the video at the In the Loop. Good feedback. Some introverts not excited about having their face up on the screen.

3. Campus Committee reports (Budget Committee, etc.)
Marj Webster thanked those who were able to attend the budget discussion.

Subcommittee Reports, including action items to address, 10 minutes

1. Assistance Fund/Vacation Sharing (Lori Peck reporting)
Actually more than we are aware of- due to the fires, emergency leave, etc. Need to look at it on an individual basis. Barbara Wilson is going to research how many employees have had to take unpaid leave.
2. Events Planning Committee
December 6 is the Birthday Bash – 2-3p.m.
Kudos to Kelly Mathers for the great centerpieces at the Fall Festival
3. Staff Amenities Brochure/Website (Cindy, Nancy, Andrew)
Might want to create a link on the Staff Council webpage linking to athletic website showing all the sponsors. Right now it's a PDF, so would be nice to have an official webpage. Nice to let vendors know we are listing them. Maybe they would extend discounts, perks to staff.
4. Staff Recognition
Kind of in a holding pattern. Bethany might send an email to see if anything else is needed.
 - a. New Tiger Service Awards Program
5. Staff Training/Professional Development
Tech Tuesdays - should we do more of it?
Email features using the cloud? Students, alumni, and IT are already using Nancy asking about safety of the Cloud. Secure requests. If college is subpoenaed, college has to answer. The Cloud gives us a little more to fight.
 - a. Training this year will focus on supervisors and performance evaluations
 - b. What are the topics/themes/core competencies HR should cover in the future?
Advancement could use training opportunities, based on number of new employees

New Business

1. Addressing performance problems with staff (Lisa Brommer reporting)
Lisa provided a document- for our eyes only. Will eventually put on website. Asked us not to make copies, but we can share the information verbally. There have been about 5-

10 people who have had a PIP. There is a template that walks the supervisor through the process. If you receive Needs Improvement rating, a PIP is mandatory. This has been in place for a long time, but is finally being formally written up.

- What process does HR follow for disciplinary action, including termination?
- What documentation does the College require of supervisors?

2. Feedback regarding “In the Loop,”

- Which department should we feature? International Programs is in the works. The Library has volunteered, and we already suggested Arts & Crafts and Central Services.
IDEA space would be a good choice.
Discussed combining smaller groups like Arts and Crafts and IDEA space.
Majority want to keep it to where only one group at a time is highlighted. Bethany made a motion to have Arts and Crafts. Arielle seconds, motion passed.
Diane-library is getting act together so willing to do it block 7
- Taking minutes at future meetings

3. Policy and compliance efforts (Joseph Sharman)

Met with Lisa Brommer, then Jermyn and Yolanda

- Staff Council can help with getting the word out, informing our constituent areas (we should know the policies that govern our division)
- Overview of Jermyn’s response to Staff Council’s February 2012 policy document

Grievance policy-is different than the appeals process. Already have one in place. Gail Murphy-Geis working on.

Expectations for non-exempt staff working overtime. Basically work with supervisor to set up. It is addressed in staff handbook.

P-cards. Issue with alcohol. Per diem. Follow up with Don Davidson about the alcohol question.

Per Jermyn - no plan to put preferential hiring into place.

Bereavement leave - 5 days if travel involved. Local is 3 days.

4. Feedback regarding Staff Council’s new divisional structure (no time to discuss)

- Communication in representative areas with multiple departments
- Any feedback from staff areas we represent?

5. Future agenda items

6. Other business?

7. Action Points, Bethany

Block 4 Lunch

Email areas regarding the green sheet

Meeting Adjourned: 1:10p.m.