

## Staff Council Minutes

April 28, 2015

Approved: June 4, 2015

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

Other attendees: Jill Tiefenthaler, Barbara Wilson, Tulio Wolford

### Ongoing Business

1. Approve last meeting's minutes  
Minutes approved
2. Workplace Excellence update
  - a. Proposals for this coming year
    - i. Rules Project (Staff Council ongoing practice to review policies)
  - b. Agenda for next meeting:
    - i. Spring Conference follow up
      1. Stephanie Wurtz is compiling the feedback
    - ii. Excel@CC year-end review
    - iii. 2015-16 faculty and staff climate survey
      1. Survey will go out in the fall so we will hear the results in the spring.
    - iv. Workplace excellence next steps
3. Staff Council communication and feedback
  - a. Dating feedback on our anonymous submission site  
Arielle – hasn't done that yet, so will put on her to-do list
  - b. Kudos from the Fall Fiesta (Arielle, Denise)  
Done – can remove from agenda
  - c. Answering Staff Council email and web inquiries
    - i. If the dog policy is determined to be no dogs on campus - will that be enforced because it certainly isn't now?  
Denise distributed the pages of comments to review. Jill not sure how to handle. She will ask legal counsel, since there can be liability issues depending on the policy.
    - ii. I'm curious if there is a policy about bringing children to work if they are not in daycare, or on spring break or days off from school.  
Did not discuss.

- d. Other feedback?
- 4. Follow-up on Co-Chair meetings with HR and the President (not applicable)
- 5. Report on Staff Council lunches  
Joseph and Richard to set one up for 8<sup>th</sup> block.
- 6. In the Loop
  - a. Summer 2015 In the Loop will be June 19th
  - b. Agenda (did not discuss)
- 7. Items we need to address or follow-up on later (did not discuss)
  - a. “Staff Infection” luncheon sessions (Aaron Cohick, Heather Browne)
  - b. Campus smoking ban discussion (Heather Horton)
    - i. This is pending student initiative; a ban is still intended/proposed as of 12/2/14
  - c. Appointed diversity/inclusion member (Nancy)
  - d. Suggestion to use Bemis Great Hall as a staff lunch area
  - e. Staff Council representative structure changes  
Richard will be taking Nancy’s position (small administrative offices) and Shiyanke Goonetilleke is the newly appointed person for Student Life/Worner Center.
- 8. Subcommittees (those without new reports are listed here) (Did not discuss)
  - a. Canvas presence for Staff Council (Nancy, Denise, Erica, Joseph)
  - b. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)
  - c. Staff Training/Professional Development (Diane, Lori; also Lisa Brommer)
    - i. This subcommittee is putting work on hold until summer/next academic year
- 9. Cabinet Member Candor: thoughts and impressions from a CC Cabinet member: Brian Young

The largest thing going - injecting \$4 million over the next 3 years into the infrastructure for campus. The current infrastructure is 8-10 years old. Resources and funding are lined up, and folks can follow the progress on the ITS website. Starting Block 1, everyone will experience a very different wireless presence. The previous system was built for coverage not for density.

Brian expressed the need to figure out how to avoid this in the future “or I have failed”. A large chunk of the Strategic Plan is innovation, so we need a stable infrastructure for the students and faculty, etc. Fixing it is on a three year track.

The Innovation Institute reports to Brian. There are a lot of pieces that fall under this umbrella. Idea is to have an actual building for the Institute to the north of Tutt Library. Fundraising will be needed to accomplish this.

Surveyed students to see how many devices each student uses. Result - 4.8 devices per student average. Over 90% of students use Apple. How are they prioritizing which buildings get these upgrades first. Answer - full Cabinet decision (IT Executive Group) It is dictated by density. 1) Res Halls, 2) Academic buildings then the smaller houses.

Question regarding capital requests – The current process isn't changing much at this point.

He's been part of three different president's cabinet, and "this is a very good team that works together very well."

The Council expressed our appreciation to him for taking the time to come in and talk to us.

## Special Reports

### 1. President's report by Jill Tiefenthaler

We are coming to the end of evaluation process. Depending on how things fall out, JMT will do a presentation at the next In the Loop. Closed on the refinancing of two of our three bonds. Refinancing will save the College around \$5 million.

Library in the final stage of the schematic design. Few things not quite right for staff areas. Next couple months should have some final plans. No shovel in ground until 75% of money has been raised. Cost for Library is \$25 million, so approximately \$18 million needs to be pledged. Goal is to start construction in May '16.

Architects will be on campus in the next month for the new east campus housing. Hope to open in Fall of '17. Some houses currently in the space will have to come down.

The incoming class looks great (and large). Over 500 so far. Very few transfer offers went out. 27% students of color; 8% int'l; 50 Questbridge kids so far.

Jill brought up the alcohol policy on campus for events. The current process is to go through Bon Appetit, their policy is to have a bartender. Some pushback with the cost of a bartender, but we have to go thru proper channels. You can purchase your own liquor, but must have the bartender. (Using college dollars on college property dictates this.) It's a liability issue.

### 2. Human Resources report by Barbara Wilson

HR has been busy gathering data from qualtrix(sp?) survey. Barbara will be presenting the findings at this afternoon's Workplace Excellence Committee meeting. 130 staff completed at least one full series. They will be recognized at Fall Conference. For those

who didn't complete the sessions, they will have the opportunity to complete them in the coming year.

Graduating senior survey - looking at that for August. Instituting that again. Survey has a # of questions, but there is a question asking students if there is a staff person (not faculty) who was important, special, etc. during their time at CC. In the past, a reception was held for those staff who had 3 or more mentions. Jill asked if a reception was necessary. Overall responses said a certificate and maybe a candy bar/chocolate would be enough.

Ambassador program is expanding. Positive feedback on the program.

2015-16 administrative calendar is posted on HR website

Open enrollment packets were distributed last week. Closing date May 29. Encouraging staff to utilize Self-Service Banner to review address, contact info, etc. Important because this is the information that will be pulled for the staff directory. 2016-17 directory will be online - with a print option.

Climate engagement survey will go out in the fall. Last one was spring '13.

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

Subcommittee Reports, including action items to address

1. Events Planning Committee (Denise, Susan, Erica, Brenda)  
Tailgate was great - good turnout.
2. Staff Amenities Brochure/Website (Cindy, Nancy)  
No updates. Keep passing out the cards.
3. Staff Recognition (Cindy, Denise; also Lisa Brommer)  
No report

New Business

1. Occasional employees versus part-time, Joseph
  - a. For "occasional" employees who do consistent work for the college (e.g., over 10 hours/week), can they be included in CC's pay band structure, receive regular increases (if not already), and have some "commitment" from the college to them?  
People in temp positions are not incorporated into the band structure. We have a number of people who are in this situation.

Barbara:

Full time is >1490 hours, Part time is 1000 - 1399 hours., Temp status is 6 months or less, Occasional is < 1000 hours. On a monthly basis, HR looks at those occasional positions to make sure they are below the 1000 mark. If there is a need for someone to be over the 1000 threshold, then you need to go through the budget request process.

2. Committee nominations

(Erica) We are a bit stalled right now. If we stick to the same policy that happened this year, then we'll need to about 7-10 people. If we go back to the way it was previously then this number will increase.

3. Staff Council election status update, Richard

Richard announced the newest members of Staff Council:

Kathy Butler for Residential Life

Tulio Wolford for ITS

Shiyanke Goonetilleke for Student Life/Worner Center

Kari Hanrahan for Admission and Financial Aid

Elections will take place at next meeting. 2 new co-chairs needed.

4. Year End Celebration (Brenda)

HR has reached out to see if we can provide assistance. Cindy and Denise offered to help.

5. Visits with President Tiefenthaler and Staff Council representative areas (Joseph)

Over the next 6 months need to set up meeting with Jill and our areas. Work directly with Michelle to schedule. Plan on one hour in length.

4. Other business/future agenda items?

5. Action Points, Denise