

Staff Council Minutes
Block Three, Oct. 27 2015
Approved Dec. 1 2015

Ongoing Business

1. Approve last meeting's minutes
 - a. Arielle moved to approve, Kathy seconded. Minutes are approved
2. Apparel Order
 - a. Arielle has placed the order. Awaiting a delivery date, hopefully before in the loop.
3. Workplace Excellence update
 - a. Proposals for this coming year
 - i. Rules Project (Staff Council ongoing practice to review policies) (Arielle).
 - b. Spring Conference follow up, 2015-16 faculty and staff climate survey, workplace excellence next steps.

First meeting a couple weeks ago (Arielle). Jill brought up the idea of CC folks either sitting on boards or attending events that Jill is requested to attend. She gets many, and there are some boards (Downtown Partnership) that getting other folks from CC would be great. Who would match people to different boards? Not the kind of thing they want to just open up for volunteers. Act as President's Representative. Thoughts/ideas can be submitted to Arielle. How do we propose presenting this idea to campus (Cari)? Arielle: A lot of community members come here to events. The reverse would be use serving on community boards. Do we have a form for interested parties? (Cari) Not currently, but do need a screening process. Rep for Pres. Office, Jill may want to pick. Or she can develop a list and Staff Council can approach the person (Denise). If we just open it up, we have to have specific criteria, rejecting/not accepting folks for positions (Kathy). Make the parameters fairly wide (Cari). If the intent is to open things up, we don't want the divide between exempt and non-exempt (Kathy). Representatives need to be told they're acting as her representative, not just for themselves (Carolyn). Do we submit 2 possibilities from our representative areas for Jill's review (Cindy)? Have each group have an election-type event, where we don't pick, but the representative group does (Cari)? Each situation could be very different (Lori), and everyone has different desires/passions. Need to have a way for folks to indicate what they're interested in (Arielle). Arielle will bring this feedback to committee.

4. 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. Answering Staff Council email and web inquiries/Review new submissions (Arielle).

- i. Can alcohol requests and construction project requests be added to communications reports? Question submitted to Stephanie and Karen (Arielle). Second question was submitted to In the Loop question box, about supervisor positions in facilities. Arielle posted answer on website, forwarded to the director of facilities.
 - b. Other feedback? None.
- 5. Report on Staff Council lunch – (Denise and Kathy).
 - a. About 7 people attended. Since Comp. Committee had just been sent to rep. areas, that became the topic of discussion – why split academic and non-academic staff? One person brought up a thought comparing the salaries at CC between men and women’s pay. Interest in following up. What is the gender breakup at CC, and division by band (Arielle)? Co-chairs will bring this up with HR.
- 6. In the Loop
 - a. Next In the Loop will be November 12th
 - b. Agenda
 - i. Get to Know video for upcoming meeting – Tulio
 - 1. Next video is done. Tulio is following-up with Carpentry Shop to move forward on theirs.

Side question: For our agendas, we can make our agendas a google doc (closed for staff council) so we don’t print out so many and items don’t crop up at the beginning of meetings (Cari)? Or approve agenda quickly at the beginning of the meeting? (Kathy). Will try for next meeting.

- 7. Items we need to address or follow-up on later
 - a. Appointed diversity/inclusion member – who is that from staff council? (Arielle) No update.

Special Reports

- 1. President’s report, 10 minutes (Caitlin)
 - a. As a reminder, Jill is traveling a lot this Fall.
 - b. The board will be here next week
 - i. Looking at/Approving draft master communication plan (including logo)
 - ii. Approving honorary degree recipients for commencement
 - iii. Keller Family will be here for Keller Venture Grants, will be making a significant announcement.
 - iv. Kathryn Mohrmon Theater will be dedicated on 11/5.
 - c. Jill just commissioned a new block project to work on how the community can prepare for the disruption of the campus with library and east campus construction.
 - d. Reminder that Library Architects are on campus this week, will be seeing more of the interior this time.

- e. We are shared governance structure. FEC is in charge of all committee assignments. They're working on making sure linking all committees to the main committee website. Questions can be directed to Mary Francis.
2. Human Resources report, 10 minutes – Barbara
- a. Climate survey has been extended until tomorrow. 10/8-10/23, now 10/28. Wanted to make sure we exceeded participation rate from 2013. Important the college gets feedback on progress and areas that need continued attention. Right now, we have surpassed 2013. Staff responses went up. All HR can see is total percentages of responses. At approximately 70% now. Takes 4-6 weeks for ModernThink to crunch the data and provide preliminary analysis. Should have a report before Winter Break. Spring Conference may include high level analysis and comparison from 2013 to now, and how we compare nationally. By staff, faculty, division, etc.
 - b. Ambassador Program is opened up for nominations. Have only received 11 (7 self-nominated, 4 by others). Would like 20. One year minimum, more dependent on person's viewpoint, engagement, availability, etc.
 - i. Can we get more information to pass to our representative areas? (Cari)
 - ii. Some departments have their own intro (ITS). This is in addition to those.
 - c. Excel@CC update: Great participation in most. IT-track has been very popular – immediate benefit. Lower numbers for Understanding Our Students and Journey to Inclusion. More sessions that compete, for Journey to Inclusion – sessions must be attended in order (difficult for some people). Administrative Support track has had good attendance. Additional feedback should be directed to HR to better address needs of staff. Leadership Development not rolled out this year and is being re-analyzed for recommendation by Jill. Spring will have something.
 - d. 10/15 was the Biometric screening. Great turnout. Aim was 150 attendees. We had 144. (Approx. 730 full and part time benefit eligible faculty and staff). Will be offered again in March 2016. Areas for improvement: Better designation for check-in and check-out. Separate the tables. In working with Quest, will have numbering to manage flow. Will now have receipts, esp. for extra tests. Otherwise, went smoothly. Some folks didn't fast and had to go another day. More retirees tend to participate in the Fall.
 - e. Performance Evaluation – still 6 months away. No news. Gathering information - Starting to have small focus groups of how meaningful the tool is, merit-based pay system.
3. Campus Committee reports (Budget/Compensation Committee, etc.), 5 minutes.
Report by e-mail.

- a. From Comp.: Staff on the comp committee appreciate support, they got valuable input for budget committee. Staff comments were mixed in splitting funding and increasing employee contribution. More information to come.
- 4. Special Guest – Paul Kuerbis from the Ombuds Office
 - a. Retired 3 years ago, back on an hourly-basis.
 - b. Last decade was in Tutt Library – TLC, Writing Center, etc.
 - c. Arrived in 1973 in Ed. Dept., Science background
 - d. 4 Principles: confidentiality (unless person says identification is okay or life-safety is in question), informality, independence, neutrality.
 - e. For folks who don't want to go to HR, or chaplains.
 - f. Invitation to check out the Ombuds website for services.

Question for HR: Is there a possibility of Staff Council being able to see something (summary, statistics, etc.) resulting from Climate Survey (Arielle)?

- i. Yes – 2 statements that pertain to relationship between faculty and staff, and results can be shared (Barbara)

Subcommittee Reports, including action items to address, 10 minutes

- 1. Events Planning Committee (Denise, Carolyn, Richard, Cari, Shiyanke)
 - a. Meeting after the meeting to touch base for Thursday. Everything is under control.
- 2. Faculty Communication Liaison Committee (Erica, Cindy)
 - a. No update from Cindy
- 3. Staff Amenities Website (Cindy)
 - a. No update
- 4. Staff Training/Professional Development (Arielle, Diane, Lori)
 - a. No update
- 5. Action Items from last meeting:
 - Everyone please vote on the Childcare Center Committee member
 - Arielle to get the apparel order in

All accomplished

New Business

- 1. Other business/future agenda items?
- 2. Action Points (Kathy)
 - a. Tulio will help Denise with online Agenda
 - b. Arielle will continue to send web submissions to appropriate offices
 - c. Discussion re: workplace excellence (Arielle? From beginning of meeting)
 - d. Denise will submit alcohol permission request for Thursday
 - e. Denise will connect with Carl about in the Loop video
 - f. Great for all of us to reach out to our areas and solicit ambassador nominations
 - g. Denise will put Thursday's event on the digest(s).
 - h. Stephanie W. will be sending out reminders about November's In the Loop

Topics removed from the agenda for future reference:

- i. “Staff Infection” luncheon sessions (Aaron Cohick, Heather Browne)
- j. Campus smoking ban discussion (Heather Horton)
 - i. This is pending student initiative; a ban is still intended/proposed as of 12/2/14
- k. Suggestion to use Bemis Great Hall as a staff lunch area
- l. Staff Council representative structure changes
- m. Cabinet Member Candor: thoughts and impressions from a CC Cabinet member – do we want to continue this?