

Staff Council Minutes March 31, 2015

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

Other attendees: Lisa Brommer, Jill Tiefenthaler, Stephanie Wurtz, Randy Nehls
Absent: Arielle Mari

Ongoing Business

1. Approve last meeting's minutes
Minutes approved
2. Workplace Excellence update
 - a. Proposals for this coming year
 - i. Bi-weekly pay period proposal; decide whether to pursue or drop
 - ii. Rules Project (Staff Council project or Block Project – who should take this on? What are the rules? Why do we have this rule? What was its original intention? Do we need it?)
Does Staff Council want to take this on? Diane and Erica volunteered.
 - b. Agenda for next meeting: Spring Conference Debrief, Block Projects Update (Banner fund/org security, Student Accounts, Leadership Awards, Winter Grads), Rules Project, Excel@CC, 2015-16 Climate Survey, 2015-16 Plan for President Visits to Staff and Faculty – this one is high on Jill's to-do list
3. Staff Council communication and feedback
 - a. Dating feedback on our anonymous submission site (Arielle)
 - b. Kudos from the Fall Fiesta (Arielle, Denise) At last meeting, Arielle said that almost all of the kudos were posted. Denise will follow up with her to make sure this is complete.
 - c. Answering Staff Council email and web inquiries
 - i. Non-exempt vs. exempt leave (referred to the Compensation Committee)
 - ii. Administrative calendar for 2015-16 (waiting for decision from Dean Wong)
 - d. Other feedback?
No other feedback
 - e. How do we ensure Staff Council is representative of a staff consensus, rather than just “squeaky wheels”? More surveys? The last regarding priorities was conducted in late 2012. We also surveyed staff in early 2013 regarding top questions for HR to ask in the climate survey.
4. Follow-up on Co-Chair meetings with HR and the President (not applicable)

5. Report on Staff Council lunches
Last lunch was well attended. (Diane, Erica and Susan) plus 6 or 7 others. Lot of conversation around evaluations and safety.

Cindy, Richard and Joseph? will host the next lunch.

6. In the Loop
 - a. Summer 2015 In the Loop will be June 19th
Stephanie will send out a save the date message a week in advance.
 - b. Agenda
 - i. FYI -- Get to Know videos on the docket:
 1. Office of Sustainability (Contact Ian Johnson, shoot in Blocks 5-6, show in Block 7 ITL)

Be sure to follow-up with everyone about the biweekly pay period
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. Two-week pay period proposal (Stormy Burns)
 - e. Suggestion to use Bemis Great Hall as a staff lunch area
 - f. Staff Council representative structure changes (Richard, Erica, Nancy)
 - g. Amenities card for local businesses (Cindy)
Cindy passed out the new amenities card
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: Robert Moore

Robert joined us and shared with us the wide variety of responsibilities he enjoys. The financial stability of the College is at the top of his list. The College is in a very good place right now. People will pay for quality. He is proud of market adjustments that have been done. He has given up trying to be perfect but tries to do the best he can. He spends a lot of time on items pertaining to the campus master plan. The College is going to the bond market. The Board of Trustees has stipulated that the funds can only be spent on 6 projects. The College currently has 3 outstanding bonds: Western Ridge Apartments, Cornerstone, and El Pomar. They are all scheduled to be paid off by 2024.

Special Reports

1. President's report, by Jill Tiefenthaler

At the latest board meeting, the Board approved the master plan, they approved to amend the bylaws in order to meet once a year with the Campus Design Review Board - to make sure continuity and consistency remains in place.

The College's tuition/room & board is the 4th lowest in peer group. The high price allows us to offer financial aid to many students. Admissions Office is hosting open houses over the next couple weeks to those students who have been offered admission.

The College is going to the bond market. We refinanced our 2009 debt and will be refinancing our 2010 debt as well. Proposing a \$100 million bond debt. As donors send in their money, we will pay off the debts. Huge amount of work to go to the bond market. We are a low risk so that's good.

Moving forward with east campus housing project. More apartment style living. Will wrap around Uintah and Nevada. Starting talks about that next month. Part of the study will include the parking issue. Buried parking is a possibility.

We received over 8000 applications for the class of 2019. Acceptance rate will be around 16%. No plan to increase overall student population.

Because of our endowment and strong giving, every single student is subsidized, even the full-pay students. Our discount rate is \$.33 cents. Jill is happy to speak to staff at a brown bag, etc. Have her, Robert, and Sandi do something with Excel@CC.

Quality is our key to thriving.

Dog policy: 60 people weighed in. Split almost equally between pro and con. Lyrae will make sure of anonymity and then will share data with Jill, and she'll pass along. Jill won't recommend anything until next fiscal year.

No increase in employee costs for health benefits. Increasing the employer retirement contribution to 9.75%.

2. Human Resources report, by Lisa Brommer

Held the final session of Excel @CC today. HR is in the middle of evaluating the overall program with surveys. More surveys going out later this week. Will put together report for Jill. Looking at data, where can we improve, etc. What will next year look like? HR

would like to pull in campus experts to teach (like leadership, supervision, IT). Develop a storefront approach.

Evaluations due to HR in mid-May

Make sure college is in compliance with Affordable Care Act.

Administrative Support Project – looking at job titling, job protocol, job title changes, and making sure administrative staff is banded appropriately.

Senior survey - HR will lead effort for staff recognition, but would like to partner with Staff Council. There will be a recognition event in early fall.

2. Campus Committee reports (Budget/Compensation Committee, etc.), Randy Nehls
Budget Committee had \$1.4 million to work with and \$2.3 million in requests.
Approved money for upgrading the wireless network and \$250K is earmarked for sustainability projects.

Subcommittee Reports, including action items to address

1. Events Planning Committee (Denise, Susan, Erica, Brenda)
2. Staff Amenities Brochure/Website (Cindy, Nancy)
Website is up and running. There is one entry for CorePower yoga. The process seems to be working well. Once we have a few more businesses listed, we will send out a notice to staff. Stephanie offered to include a message when she sends out a communication to the campus.
3. Staff Recognition (Cindy, Denise; also Lisa Brommer)
 - a. Survey for seniors regarding which staff influenced them
Numerous staff council members will help HR.
Event will be early fall.

New Business

1. Campus security, door access, panic buttons, etc., Diane
Some concerns were raised during the last Staff Council lunch that employees in the smaller houses are concerned with people walking in off the street. Some have a poor line of sight to the front door and would be interested in ID card access, or at least a doorbell when someone enters. Diane and Susan will compile these notes to present to Nick Calkins.
2. In the Loop agenda and report,
Jill has asked Paul Buckley to talk about the Building on the Block piece / Butler Center
Jill will talk about:
 - Commencement/Baccalaureate - will get a 30-day message
 - The academic calendar for next year

Next year will be a weird year. 2nd and 3rd years will be normal. During the 3rd year, we will have a discussion about the new system and decide whether or not to go back to the old system.

- The Master Plan (briefly)

- 3. April Lacrosse Game event and budget decision, Cindy and Denise
Budget of \$1,100.

Budget is healthy. (Cindy) She needs to check on how the gifts work for the outgoing members.

- 4. Staff Council nominations status update, Richard
There is at least one nomination for each of the areas.
Right now we are a month ahead of schedule. They will be invited to join the June meeting.

- 5. Other business/future agenda items?
- 6. Action Points, Denise
Denise to follow up with Arielle about posting kudos cards
Denise will send out email to Events Cmte to help out with end of year party.

Adjournment 1:04p.m.