

Staff Council Meeting Minutes

March 30, 2010

Members present: 12

Guests present: Pam Butler, Barbara Wilson, Ava Shawkins

- Treasurers report
 - We had \$6000
 - Budget sent to Sara so it could be included in minutes
 - Remaining (as long as all receipts are turned in)

Event	Cost	Running Balance
Starting Funds		\$6000.00
Meet & Greet	\$1939.15	\$4060.85
October Athletic Event	\$110.74	\$3950.11
February Athletic Event	\$186.29	\$3763.82

- Changes on IPEDS (B Wilson, P Butler)
 - See notes that were sent prior to meeting
 - All post secondary education institutions provide data regarding this data. Report data on enrollment, graduation date, staff and faculty numbers, etc. (see document)
 - Available to students and parents and to transcribe education data
 - CC uses this data to compare ourselves to other institutions
 - Dep. Of Edu. Added the reporting of ethnic and racial data. This includes students, staff and faculty. (races and info included in the document sent).
 - This all has to be in the system by fall 2010. Our students need to be re-surveyed with the updated lists that need reported on.
 - Report this out to staff and faculty
 - Information will go out on Monday (survey) - block 7 through the end of block 8.
 - Participation is mandatory- fines to the college will be in effect if we don't participate.
 - Attempting to do projections as to what might change from our previous stats.
 - Institutional research is working with HR to help collect the data.
 - Digest memo will go out as to how to respond to data request on Go-West.
 - HR website and Institutional research website, banner, etc will all have information for entering this data.
 - If there are questions, comments, etc- please refer to these documents or talk to HR.

- Suggestion: advertise in others ways than digest. Have supervisors help make sure everyone has filled that out. Many people haven't used Go-West and also don't read the digest.
- Parental Leave Policy
 - Barbara- this is still being reviewed and more information will be sent to staff council when available.
 - The last copy seen was from FEC. The committee had also been working on this. FEC wanted it to be more flexible. There were some revisions to the one the committee wrote by the FEC.
- Update on elections for Staff Council (Rebecca)
 - Reviewed possible candidates
 - One had selected not to accept the nomination
 - Joseph thinks someone may have been missed- Rebecca will double check and include that person.
 - We can put this on the ballot as soon as information is clarified
 - We can use surveymonkey for ballot (Joseph)
 - Include a link to who the current staff council is.
 - We have 6 openings and 6 people nominated. Have survey say: "vote for up to 6 people"
 - Complete survey by end of this week- collect surveys by Friday, April 9th
 - Have new staff council gathering at the end of April.
- Discuss the external review of the President's office and Sr. Staff
 - Questions were forwarded to Beth
 - She got us answers regarding the questions that we have.
 - Please review e-mails that have been circulating to our staff council listserv
 - They will be looking at big picture involvement between staff and presidents office.
 - At a minimum, they will meet with BOT, FEC, SC, etc
 - We would be invited to be part of the review.
 - This will happen at the end of April. The mandate from the trustees was to get this done as soon as possible.
 - The goal is to have the reviewer on campus for a few days- the reviewer would like to speak with all of us if we're available.
 - We will need to know when this is and who is available. The more people we can have there to represent staff- the better.
 - Linda will not participate in the staff council forum so that everyone feels comfortable giving the feedback.
 - Joseph feels it would be good to have Linda at the meeting if she would be available. If we are giving feedback on the president's office- it doesn't mean we're giving feedback to Linda.
 - We should think about this and the chairs can share our thoughts with Linda.

- Joseph will send out an e-mail to solicit feedback from the Staff Council group regarding her participation in the group discussion.

- Staff Council manual review and changes
 - Feedback from Lorea regarding Roberts rules of order
 - Be more organized
 - We also haven't updated our manual or had a review of it
 - We don't like to be business structured, but some more organization could be good.
 - Timing hasn't gone well in the past.
 - We feel we cover the business in the time we need to. We do wonder sometimes—but we get back on track.
 - Formalize the voting piece a bit, but not necessarily the discussion piece. This is important for official recommendations, policy changes and budgets.
 - Add the manual review to next months meeting so we can get feedback from the group.

- April 22 Event
 - Sharon Neeley was excited
 - 5pm book signing prior to the lecture outside of the theater
 - We should go a little more economically as far as the food goes
 - Sara and Linda will work together to look more in depth at food
 - Joseph get information out to digest
 - Linda reserved the rooms up by the presidents office
 - Set a budget for this event
 - What do we have left to do?
 - End of year event (probably less or around \$1000)
 - Can we use left over food and drinks for library event?
 - All for, no opposition
 - Lunch for all new and returning staff council members
 - Set \$1000 for this event, keep it a green theme for Earth Day
 - If we feel this should be more, contact co-chairs for decisions.
 - Motion for \$1000 budget with possibility of expansion with approval from co-chairs
 - Seconded
 - All in favor, no opposition

- Mellon group meeting
 - Randy will send an e-mail out regarding a luncheon on the 26th of April.
 - Passed around a document to share
 - Looking for individuals to participate in the luncheon.
 - Staff in particular to volunteer- please make sure people know about this, but also would be good to get staff council involved.

- Perhaps we should look at having staff council involved in the CC Leadership Institute.
 - Nominations are open right now.
- End of year get together for staff
 - South side Johnnies –
 - There will be an HR event (as of right now)- 18th
 - Most likely an ice cream social.
 - 18th will not work well for staff council event due to HR event.
 - Last year we did 4pm-6pm.
 - Would block break be too soon to do this celebration? possibly
 - Determine what dates are available and vote on dates that are available.
 - April 15th, May 19th or 20th (9 months couldn't be here for this)
 - Every date creates some conflicts- so determine what dates are available. April 15th is the best date.
 - Our budget would pay for appetizers- others would be in charge of their own drinks.
 - Range from \$500- \$1000 proposed as what we anticipate spending (to be told to South Side Johnnies).
- Updates on:
 - *Budget Committee*
 - Ava: Would like to invite Staff Council to a meeting to discuss what we see as the biggest need as it pertains to staff. Invitation is for representatives from staff council to come and talk to them. Second Wednesday of block 8 (April 28th).
 - Bring a collective statement that staff council would like to represent. (2 pages) Address the greatest need for the college as well as the greatest need for our group.
 - There was already an external review through the accreditation process, so that is not in the plan for right now.
 - The committee is meeting tomorrow if we have questions.
 - Staff council can decide how many people we want to come to the meeting.
 - We will be allotted 30 minutes to discuss this.
 - Senior staff, SGA, etc will come in one at a time and present their thoughts.
 - This is a great opportunity to be heard by the committee
 - The collective meeting will be in Armstrong Board Room between 1-3pm.
 - Staff Council will need to come up with things that we find as our priorities. (some examples were given)
 - We don't feel we can speak for the whole college (faculty in particular)—but we do feel we could speak to what staff find important in budget discussions (i.e.: tuition costs, financial aid, etc)

- Look at committees (time resource) - this does create a financial impact with people away from their desk.
 - IT infrastructure, shape of buildings, etc
 - Goal is to think institutionally
 - Focus on one greatest need, not multiple.
 - Ava will get clarification and e-mail us after her meeting
 - There was a survey that went out last year- review this. The results are on our website.
 - McKinley will get our input and create a document
 - *Consensual relations policy*
 - No new updates from Teri. Next Meeting is at the end of April.
 - *Staff Compensation proposal*
 - *Hot Topics*
- New Business
 - George is on the Design Review board- they are considering getting staff council input more. They are going to clean up their rules and talk to us about any input we might have.