

**Staff Council Agenda**  
**March 1, 2011**  
*Attendance: 12 members, one guest*

**Approve minutes and treasurer's report (5 minutes)**

- Treasurers: \$120 for pizza for B-Ball game.
  - Moved to approve, seconded, all in favor

**Update on BOT Finance Committee (5 minutes)**

- Approved the budget. Biggest item of concern for staff is that they approved a 2% salary increase for faculty and staff.
- The budget committee chaired by Dean Ashley reported that Financial Aid is going to set up a cohort process for budgetary purposes. It will still be tight for the next few years as the value of endowment increases.

**Updates from Strategic planning committees: (20 minutes)**

- Capacity Building –
  - Planning to meet and will have ideas for our next meeting. They would like to bring a proposal to the council and the council will vote. Get more non-staff council people and encourage them to attend our meetings. We need a bigger room if we plan to do that. Advertise more that people are welcome to join, have refreshments, and advertise more. Advertise that beverages and snacks will be provided. WES room, president's board room, etc. Weston will check with Lynnette and see what is available.
  - Next meeting could work really well because we'll be having elections soon.
  - Move to provide refreshments and special invitations, seconded, all in favor.
- Campus Community-
  - Discussed the staff recognition lunch and some feedback that was received regarding it not being public information. The committee approached HR and asked permission to announce, and we were requested to not do that. It will be in "Around the Block." The lunch was reported to not be very good. That information was shared with Bon Appetit. We thought it should have been more of a public venue, but not one where the staff being recognized stay on the stage the entire time. Perhaps we can do it in a larger venue, call them up for an award, and provide refreshments. Perhaps staff council can share the cost of refreshments.
  - The group will approach the directors and supervisors to remind them to say thank you to someone who works with them this week.
  - The group is also going to go around with academic departments with silly awards from their department chairs.

- A great idea was also presented to Kathy, which she passed onto the committee.
- A suggestion: Is there a way to use a rewards card on campus and raffle off the points for trips, etc so that others at the campus can have an opportunity to travel. (even to conferences, etc)
- Shirts- maybe we could buy some shirts to give to those who don't have shirts for CC Friday. There are some shirts at the bookstore at reasonable prices. If we can help encourage people to go down and buy the clearance items. Staff should still be getting their 20% discount cards.
- Maybe we could raffle things off at the staff council meetings for guests.
  - This could take away from the business that we do, and the professionalism of our meeting.
- Staff council could provide discount cards for the bookstore.
- Perhaps staff council could hand out prizes for people wearing black and gold on Fridays.
- If someone is worried about being underpaid, a T-shirt wouldn't solve what their real issue is.
  - It wouldn't solve the issue, but it could help to make someone feel more a part of the community. Anyone could be eligible.
  - Maybe we could do a button that we could hand out to people who AREN'T wearing black and gold to help them have something to wear on Fridays.
  - People can win some CC stuff or door prizes at our events.
- Staff Support
  - Look at where departments gave up positions, how many student workers are on campus, and other budget plans (long range) to replace positions that weren't filled. Also look at funds that might be available on campus to see what resources are available for professional development opportunities.
  - The president's office wasn't aware of other funding, and wanted them to share. HR was a great source of information, but not many things that staff are not aware of already.

#### **Gift/tribute for Dick Celeste (15 minutes)**

- Preference is to have money donated to scholarship fund, or items for his bike.
- Kimmy is meeting with those who are planning the end of the year gathering. This would be a good time to present this to him.
- Do we want to make a donation on behalf of staff council, or get donations?
  - Just on behalf of staff council.
  - This should be in the form of a scholarship
  - Would \$1000 be appropriate?
    - We have the end of the year gathering, transition of new staff, and an academic event.
  - Move to give \$1000 donation.
    - Is this the best move to use with staff council money?

- It isn't being spent in frivolous manner- and staff supports that it is going to financial aid. Staff believes this is an important topic.
  - The money stays on campus, and it's for the students—which is why we're all here.
- Table this conversation until Linda can get more information for how we might be able to maximize the donation.

**Response on Compensation Committee proposals for vacation accrual -chairs (15minutes)**

- Response that Weston had drafted regarding the vacation accrual priority.
- How would the vacation accrual be given and implemented?
  - Weston thinks we should go back to the compensation committee to ask for numbers and research.
- Move to approve letter to senior staff and general staff, seconded. All in favor.
- Are there any updates on the Compensation Committees philosophy approach
  - No updates

**Elections update**

- Elections happening soon.
  - Rebecca putting out the call for nominations. She will speak to Mark to get the nomination form, and the survey for voting set up.
  - Those leaving: Terri, Penny, Shaleen, McKinley. 3 exempt and one non-exempt.
  - Put an invite to our meetings with the nomination form.
  - Rebecca will put out an e-mail to all of us by the end of this week.
- Committees
  - Kimmy will start looking at this and looking at what we need.

**Discuss staff needs request from Budget Committee**

- We did have a document last year we looked at.
- Staff picnic, compensation increase
- Staff can use El Pomar, but it can be uncomfortable to shower with students. Could we ask for staff/faculty sporting facilities? That is part of the big picture renovation.
- One-time bonus for staff employees making less salary.
- Money towards making sure work spaces are a good place to support people in how they work. (ergonomically). Hire a consultant to look at this area, and then buy what is needed.
  - This is the college's job to do, and should be happening already.
- Trainers in athletics would be potentially open to helping to train staff on the best physical activities for them.
- Approach vacation accrual should state that this is our best strategic investment
- Staff recognition- can be the lunch, the open lunch at the beginning of the year.
  - Categorize this in the three year priorities.
- Getting Banner up and running- hire someone to get it implemented and trainings
- Let's continue to communicate on the listserv, and have a response by the 8<sup>th</sup>.

## **New Business**

- Student death on campus. How can we show support for the staff involved?
  - We need to make sure that information is open and clear as soon as possible.
  - We understand that there are legal reasons.
  - We need to respect the family's wishes, and what they want to release.
  - Sending cards to those involved. Moved, seconded, all in favor-
    - The chairs will work on this.
- CC Leadership academy has great ideas that they present to senior staff at the end of the year. Weston would like to invite them to present to us as well, and how we might be able to help them.
  - We share a goal to improve staff here on campus
  - Continue to discuss this and hear their presentations.
  - Shaleen will talk to Barbara and Pam and discuss if it would be appropriate to ask the groups to present to us.
- Human Energy Management fair- Thurs at 12:00pm-1:30pm
- Move to adjourn, seconded, all in favor.