

CLOSED DOOR (February 27th)**New Business**

1. Attendance (Cari – 2 min)
 - a. Roll call: Gina Spiers, Rick Swan, Sarah Bogard, Kimber Peterson, Jeremiah Hauck, Laurie Mozingo, Kris Higginbotham, Lisa Kosewicz-Doran, Jane Byrnes, Carolyn Dickerson (absent: Tulio Wolford, Megan Rhodes, Felix Sanchez, Cari Hanrahan)
2. Approve Meeting Minutes – (Carolyn, 2 mins)
Carolyn approved, Jeremiah seconded

Ongoing Business

1. Committees
 - a. DEAB Update Naomi Clark (2 mins) – (via email to Carolyn)
"Diversity Statement- President Tiefenthaler has asked DEAB to take a look at the college's diversity commitment statement to see if any changes, additions, or updating of the statement is needed. DEAB members have given their input to the potential changes and a final draft of the updates is to be submitted to President Tiefenthaler shortly by the end of this week.

DEAB website: DEAB has been working on re-vamping our the website for staff and faculty for the past few meetings. We have a rough mock up available in a test site area of which has also been submitted to President Tiefenthaler for review. Based on her initial feedback on what she was able to see during the co-chairs blockly meeting with her she was very pleased with the changes.
No other significant updates to report. Once the above updates are finalized/approved by the President Tiefenthaler, DEAB will send out this information/updates to staff and faculty. We are anticipating having these approval by our block 7 meeting"
2. Sign thank you card for Kimberly (Carolyn sending around thank you card during meeting) Done!
3. Workplace Excellence Liaison (volunteers?)
 - a. Sarah – needs to drop workplace excellence liaison. Would anyone like to volunteer? (involves block projects, leadership awards, other initiatives.....meets every other block)
 - Kimber will volunteer.
 - Sarah will notify Lyrae about the switch
4. No March 13th In the Loop (Special HR) Was cancelled.
 - a. Brenda Soto already notified.
5. Staff Council communication and feedback (anonymous submission form) (Carolyn – 5 mins)
 - a. Request to email our areas the information sent out by Heather Horton last week, with the "if you're sick, please stay home" message.
 - b. Update on "Distribution lists for Student Life Division" - Kimber
"Active Directory and Office 365 use what's known as a dynamic distribution group to create static distribution lists. What we'll be looking to do is to take one existing DDG and split it into two which will involve migrating all users out and back in. I'll be roping Keith Conger in on the discussion as very few people in ITS have the permission to reorganize a dynamic distribution group and we'll need help on the back end to make

sure this goes smoothly – effectively, it’s a tall order that we need to treat with the utmost care.”

- There are only 1 or 2 people who can make those changes. Drew and Kimber will be talking tomorrow to divide the list.
- Do we want to change our Staff Council distribution list(s) as well??
- do we want to look at updating all the various Staff Council list serves?
 - i. Kimber can take that to Drew tomorrow as well. We will wait and discuss once Tulio and Cari are here. In the meanwhile use Staff Council GR to email the committee

6. Staff Council lunches (Cari – 2 min)

a. Report from Block 5 lunch – Rick

- 3 people stopped in.
- Rick wonders if we should (and how we should) promote this for higher attendance
 - I. Carolyn: In the past we have had themes (new employees, etc). When we directly invite a group, they respond. Who do we want to reach out to? Can this group decide on these themes?
 - II. Recommends that the hosts reach out personally, as well. Maybe, “want to learn about (hosts) area?” We would still do a general invitation as well.
 - III. We could then tweak Lisa’s digest message to say “Everyone invited. We will be focusing on xyz”

b. The question was asked, “Why do we (HR) wait to start the hiring process until the outgoing person is gone? Leaves a gap in service, and the new person doesn’t get trained by the outgoing person”.

- Sarah thinks this is case by case. The new Writing Center director was hired with overlap.
- Laurie commented on the process. When someone leaves:
 - i. need to do a SPAF
 - ii. If it’s been awhile, you may want the supervisor to review and update the job description (depends on supervisors willingness and time to do this).
 - iii. Having overlap is also sometimes a budget issue.
 - iv. You always have a hiring committee.....*If* you know early, you can start early, but that’s not always the case.
 - v. Sometimes you don’t want the outgoing person to train the new person if, for example, you weren’t happy with their performance.
- Laurie says Rick should send the questioner to their supervisor first, then HR if necessary.

c. Next staff council lunch: April 19th @ 11:30

- i. April 19 - Felix and Jeremiah (Kris will take Jeremiah’s spot) We will have next SC meeting to confirm theme.
- ii. May 17 – Rick and Kris (Kris will be setting up commencement – Kimber will take his spot)

7. In the Loop feedback
 - a. Rick asks, "Are we outgrowing Bemis? Do we want to look at relocating, and where?"
 - Kris has discussed with Brenda – we are over fire code. Jill does not want to relocate it.
 - Chairs can bring this (firecode issue) to Jill as a concern.
 - With new FAC staff, this is becoming a larger problem.
 - Carolyn will put on agenda for co-chair meeting with Jill. There is concern that the overcrowding makes it feel unwelcoming.
8. Other: Items for the next meeting (wrap up – Rick, 1 min)

OPEN DOOR

Special Reports

1. President's report (Kim - 5 min) –
 - a. Jill thanks all for In the Loop, especially with last minute active shooter video. Feedback is that it was effective
 - b. Jill will do annual budget review at the block 7 ITL
 - c. February board meeting included a very thorough discussion on Slocum. The board is crafting a statement by end of the block to state and explain their decision regarding re-naming.
 - d. They also discussed proposed Robeson Arena (next major capital construction project) Will it be mainly a practice arena? Full blown competition arena? They are looking at costs, etc
 - e. The new science building is also on the horizon. They are looking at both, not either one or the other (though one will be staged before the other – not two major construction projects at once)
 - f. This was the 3rd board meeting where an admission exercise has been done, with small groups each receiving 5 applications, 3 of which they were to choose for admission. Next, a list of 10 applications were offered. Which 1 or 2 of those would they admit? An eye-opening exercise for all involved.
 - g. Budget/tuition/fees for 2018-19 have been set. Salary pool was increased by 3%. More details on this at block 7 ITL. This allows for a 2.5% increase for exceptional merit increases for staff.
 - h. Honorary degrees were approved for opening convocation and for commencement.
 - i. Commence speaker and baccalaureate will be announced soon.
 - j. Tenure and emeritus announcements will be made soon, as well.
 - k. News on the Provost search also coming soon. The position has been offered and accepted.
2. Human Resources report – Lisa – No Report
3. Other Committee Briefs (committees for which we nominate staff)
 - a. Athletics Board (Janet Martino)
 - b. Compensation Committee (Ian, Liz)
 - c. DEAB - (Meghan Rhodes)
 - d. Children's Committee (Gina Spiers)
 - e. Budget Committee (Ian Johnson, Zak Kroger) - Ian Johnson
 - f. ITaL (IT and Library) Committee (Erica Hardcastle)

- g. Jeremiah had Bon Appetit contract amendments.
 - Primary suggestion – right now, standard plan is plan C. Committee suggests Plan A be the standard.
 - Also suggestion to lengthen hours at Rastall, to increase accessibility to food that is covered on the plan.

Subcommittee Reports, including action items to address, 10 minutes

1. Events Planning Committee
 - a. Reminder of Date and Location (April 26th at Library)
library 2nd floor event space, 4-6pm.
 - b. Kris will reach out to Tulio for final word on the budget. Burgers, brats, tofu burgers already planned

Other business/future agenda items?

1. Website Updates for Felix (Cari will email Felix with updates necessary)
2. Sarah wonders if we want Staff Council agendas and minutes on Digital CC.
 - a. Carolyn – do we just post the open door part of the minutes, with this wording, “This group feels it is appropriate to archive the final, open door session notes –going forward and with whatever currently exists on the web – via Digital CC”?
 - b. Carolyn approves, Sarah seconds,.....we do not have a unanimous vote, so let’s add to next time’s agenda and discuss again.
 - c. In the meanwhile, Sarah can save all to dark drive, so we have them backed up

Action Items (Gina - 5 minutes)

1. Be thinking about who might want to volunteer for chair/co-chair (to replace Carolyn and Cari – their last meeting is in May), so we can have some overlap
2. Sarah will reach out to Erica about some confusion over who is on and who is leaving Campus wide committees (DEAB, Compensation, Athletics, etc) and she will let us know how many positions are open in order to advertise them. (Not sure which positions we fill and which we don’t.)
3. Sarah will notify Lyrae about the Workplace Excellence committee change
4. Please email your people about flue and sickness protocol
5. Carolyn will add change of venue question for ITL to agenda for the co-chairs meeting with Jill.
6. We will revisit question of Staff Council minutes being archived on Digital CC at the block 7 Staff Council meeting