

CLOSED DOOR**New Business**

1. Attendance (**Cari – 2 min**)
 - a. Roll call: Jeremiah Houck, Laurie Mazingo, Kimber Peterson, Kimberly Elahab, Sarah Bogard, Felix Sanchez, Cari Hanrahan, Rick Swan, Jane Byrnes, Erica Hardcastle, Kris Higginbotham, Lisa Kosiewicz Doran, Gina Spiers
2. Approve Meeting Minutes – (**Erica, 2 mins**)
 - Erica moved to approve, Cari seconded

Ongoing Business

4. Committees (**Sarah Bogard – 7 mins**)
 - b. Workplace Excellence update
 - This committee has not yet met – no report
 - c. DEAB update
 1. When DEAB has all members, then they elect 1 person to rep on Staff council
 - DEAB still needs another member (of their choosing – no vote for Staff Council)
5. Staff Council communication and feedback (anonymous submission form, Staff Council email, emails to distribution groups, messages to the Staff group) (**Erica Hardcastle – 2 mins**)
 - No new feedback nor communication received since block 1 meeting
6. Email regarding Dog Policy: Comments/Feedback/Updates from individual representative areas
 - a. Jan Edward's statement: (**Jane Byrnes**) My notes from our first staff council meeting stated "need to verify student policy is different from staff". Jan states that they are indeed different. Below are some of my take aways:
 - *The biggest issues relate to Emotional Support Animals
 - * ES animals are covered under the Fair Housing Act – not ADA
 - *Any kind of animal except reptiles or monkeys
 - * Can't leave animal alone in room unless it's caged or crated. Roommate must agree.
 - *Can be on campus grounds on leash or carrier
 - *Guidelines aren't published because they thought it would encourage students to get animals and they're trying to discourage it.
 - * Jan wants to improve application process on campus to 3 times per year, utilizing an approval committee
 - Kimber brought up question of, if animals aren't required to wear vests describing if they are emotional support or other service animal, how do we know if they are 'sanctioned' or not?
 - Cari clarified that the original question was, "If the student policy states that students can only have emotional support animals, because of others' allergies or fears, why does that not apply to faculty/staff as well?"
 - Erica mentioned that Jill has said faculty/staff animals are not supposed to be outside of locked offices (and are not supposed to be in classrooms)
 - Laurie commented that faculty/staff need permission from co-workers, and that the individual is supposed to stay with the animal. She also points out that no one is policing

this rule. If an individual is bothered by an animal in their work space, they should speak directly to the person involved before taking it higher

- Erica points out that many dogs seen unleashed on campus have no CC connection – they are just people using campus as a city park
- It was pointed out that that whomever originally complained about unleashed animals on campus is afraid of dogs, and was uncomfortable with a “loose” dog in the gym. That is why (per Sarah) animals are not allowed in public spaces (gym, library, etc), and it is okay to ask what service the animal is providing (if someone answers a complaint with saying their animal is a service dog), although asking the specific medical issue is not appropriate.
- Felix mentions that defining what spaces are ‘public’ and which are private would help, here.
- Cari sums up by wondering if this is council’s issue to solve. Right now, it’s just one person complaining, so it doesn’t make sense for council to devote so much time to an issue that should probably just be taken to the manager of any given space, if speaking to the animal owner gets no result. She also asks that, if council hears of others having problems, we report back so that council knows the scope of the issue. In the meanwhile, direct those complaining to speak to the managers of the space where the issue is occurring

7. Staff Council lunches

a. sign-up: October 19, Kimber and Lisa

- Cari took Gina’s February date

b. Communications: Jeremiah, Lisa (2 mins)

- 4 people attended Sept. lunch with Jeremiah and Lisa
- Some complaint about rapid changes occurring when the president or the board want something, with no consultation with key stakeholders
- comment that CC is biting off more than we can chew with construction projects, opening Tutt before it’s ready, etc.....
- complaint about lunch club price going up with no warning, while services are cut back during block breaks and spring break (to which Cari responded, there has never been lunch club over springs break. Lunch club is subsidized by students who eat in Rastall, so there is never lunch club when students aren’t on campus)
- concerns about traffic safely/crosswalk controls were brought up. Suggested that students stand out with speed guns (or hairdryers, if we want to be sneaky) to track speed and/or encourage drivers to slow down
- complaint that we all pay for parking, yet lose it on days when there are campus visitors, and that campus safety traffic tickets are not enforceable for anyone but students (Cari said to call campus safety if you see a parking issue and they will respond within 10 minutes. They can also deputize you if you have enough recurring issues) Jeremiah mentioned that Bemis (art school) started having parking issues soon after the alliance was announced. Met with Nick Caulkins and things improved almost instantaneously.
- complaint that outside lights seem to frequently be left on during the day

- complaints about theft, with the question of whether or not departments are supposed to be responsible for their own safety measures (both practically and financially – does a dept. have to purchase cables to tie down expensive items that might disappear, for example?) Cari suggests these concerns be directed to campus safety
 - complaint about un-level crosswalks presenting issues, especially when one is crossing with a cart
 - Ungerboeck complaint – AV, facilities, etc are only seeing the venue manager on requests, not the event organizer, so they don't have the correct contact info when there are questions/issues. Erica will email everyone to let them know (and will copy Lynette) to put the event managers name and info prominently in any UB requests
8. Staff Training/Professional Development
- b. Laurie
 - After Laurie emailed options for professional development to the council, 2 votes received for Using Reason to Resolve Conflict. All others had 1 vote each. Laurie will resend. Cari asks that we all pick 2 favorites in ranked order (if you already did, don't do it again)
9. Other: Items for the next meeting (**wrap up – Cari Hanrahan, 1 min**)
- a. Budget increase for SC parties (Fall, Spring – others?)
 - Erica and Rick have not yet heard about increase in budget (because it's the wrong time of year)

OPEN DOOR

Special Reports

11. President's report (**Jill, 10 min**) (Mary Frances Kerr, for Jill)
- Mary Frances did not get to touch base with Jill, as Jill's calendar is so full. She is not aware of anything new since last In the Loop
 - Kim Waldron started yesterday as Chief of Staff and Special Assistant to the Board of Trustees. Erica will invite her to meet with Staff Council
 - We're 10 days from comprehensive campaign
 - Dedicating east campus this week
 - Dedicating library next week
 - Cari communicated a concern she had received that an envelope was recently given out, during the faculty/staff giving campaign, to those who have not yet donated. Person felt the public approach and the fact that it was only done to those who have not yet donated was "shaming". Brings the question of how our names are being implicated in donations, and who has access to that info. Mary Frances stated that Bob Lee and Susan Ashley chair the giving committee, and explained that all giving records are held in Banner. This info is highly protected and, while the committee can see *who* has donated, she is not certain if they can see donation amounts. Kimberly reinforced that shaming was not the intent, and Mary Frances recommended that Cari pass this feedback along to Bob and Susan.

12. Human Resources report – (Lisa, 10 min)

- More communication coming soon about holiday pay policy. Practice has long been compensation (holiday pay = time and a half) to hourly staff who are required to work on holidays. Change is being made to include all hourly staff (even temp and occasional). This was prompted by the alliance with FAC – this was their practice before. Thanksgiving is the first impact. Lisa asks that we announce, please, at next In the Loop
- Staff handbook has been updated and is available on the HR website. If you have questions or see something that doesn't make sense, email Lisa
- HR's website has a new feature – "ask HR", offered as part of their commitment to workplace excellence. Questions submitted go to Lisa, and the team will respond. These questions and answers will show up on the website, as well. Lisa will detail at next In the Loop
- Updating to staff recognition is fully live. HR is working with Stephanie Wurtz to get the word out campus wide
- HR has been thinking about the staff events that they host (year-end party, sky sox, CC night at the zoo.....). Especially with the addition of the FAC, these events are growing, so they feel it is time to ask if these events are serving their intended purposes or if HR's approach should be modified. They ask if Staff Council want to collaborate on this discussion, or if a block project for consideration around staff events might be appropriate.
- Cari asks, if the purpose is to build community, is there a way to figure out if these are benefitting our staff as a whole? If not, then we probably *do* need a block project.
- Kimberly wonders what kind of metric for "beneficial" could be employed (Cari responded, "above my/our pay grade")
- Lisa wonders if a block project would bring new perspectives and new ideas on ways to build community that HR and Staff Council wouldn't think about. Suggests we could submit a proposal to Jill and, if that's shot down, then we can look into a plan b.
- Cari wonders if we can use a group to figure out campus climate based on people's perspective (with a constantly changing community, there are potentially many new and different perspectives around campus) Based on those findings, do we keep or change what we're currently doing? *That* sounds like a block project...
- Rick would be curious to know what other colleges/companies do. What are our options? Currently, these events are brief and then over....doesn't necessarily promote further community
- Mary Frances wonders, if HR takes charge of this, does it change what Staff Council has traditionally done?
- Lisa suggests phrasing the proposal for the block project as being proposed "in conjunction with Staff Council", and states there is no desire to change what Staff Council currently does.
- Felix asks if there is an assumption now that what we currently do is not meeting what people want. Lisa responds that there is no data suggesting there is a problem. Rather, they are being proactive in seeking better ways to serve the community, with the addition of the FAC making it a pivotal time for this. She also notes that the longer we do the same things for staff recognition and appreciation, the more they become 'part

of the landscape' and lose their importance. There is a need to keep things new and fresh (and, although it's not the primary driving factor, increasing costs are also an issue)

- Mary Frances states that, especially because it is tied to budget, a block project is a good idea for this. She wants CC to *own* the choice of how to recognize and support staff, and to do it with a full understanding of all the options, so that it has more of a flavor of a valued CC tradition, not just a nod to the idea that we should have *something* in place.
- Rick stated that he was on a block project for staff recognition, and re-evaluating the budget was a factor. Cari states they were told, "be as creative as possible, don't worry about budget", and so they moved forward without considering budget constraints. Peer colleges were looked at (from a perspective of retention), and the budget was built upon what others are doing.
- Lisa mentions that staff events, planned and executed by staff, is somewhat backward, and Kimberly stressed that those directly impacted in producing these events should be involved in the decision making process. Cari added that those who serve on the proposed project should be seeking comment from and representing their divisions, not just their own ideas and beliefs.
- Kris pointed out that Tiger Service awards used to be held as a formal event at an external location, and that that was more special than what we currently do.
- OVERALL.....yes to a block project. Request should come from HR and SC together. SC heads will get their thoughts on paper and send to Lisa, who will create a draft from that. Cari asked for example proposal, for reference – there is a template on the website.

13. Other Committee Briefs (committees that we nominate someone for)

- a. Athletics Board (Janet Martino) No report
- b. Budget Committee (Ian Johnson, Zak Kroger) - No report
- c. Compensation Committee (Ian Johnson, Sherri Hanke, Judy Kanagy, Liz Scherkenbach, Zak Kroger, Will Schiffelbein) – No report
- d. Children's Committee (Gina Spiers) No report
- g. ITaL (IT and Library) Committee (**Erica, N/A**) No report

Subcommittee Reports, including action items to address, 10 minutes

14. Events Planning Committee

- a. Fall Party (**Kris, Jane, Kimber – 2 mins**)
 - Committee has not yet met. Kris spoke to Maura – she will provide cost for 200 people. CAC main space seems like the best spot.
 - Last year was Thursday before Halloween and that worked well. That would be Oct 26 – will try for that again.
 - Budget was \$1,500 last year (maybe??) – it's on the staff council drive.
 - Rick mentions that, if CAC is not available, it could be done on a Friday in the great hall upstairs in Honnen, to proceed a volleyball game (and maybe get some more people to the game). Events have been held in the great hall before and it worked well
 - Committee will decide on date on location and get info to Stephanie Wurtz for distribution. Kris will talk to Lynette today to nail down the venue.

Other business/future agenda items?**15. Website Updates for Felix (Everyone --> Felix, 3 minutes)****1. Roles on the SC website**

- Laurie communicated updates to Felix – all done.
- Laurie got feedback that somebody didn't know about some benefit changes (new EPA provider, etc). Laurie will send her own message to her division re changes, and will forward to SC members as well
- Cari asks that we follow up on actionable items before subsequent Staff Council meetings
- Cari also shared the tip that she sends calendar invites for staff parties to her division, with a one hour before reminder.

Action Items (Gina - 5 minutes)

16. Update Handbook (Co-Chairs)

17. Money for parties (Co-Chairs)

18. Cari – add holiday policy bullet point and Lisa Brommer bullet point for In the Loop agenda

19. Rick, Cari and Erica will build purpose for block project over next month, and hand off to HR

20. Everyone should welcome Kim Waldron

21. Bon Appetit needs to update their website on lunch club cost. Cari will address

22. It is asked that, when students FERPA out of their email being shared, can they be warned of all the implications of that? Stephanie says they have tried to get new wording on that form; Erica says we've tried endlessly to have this done and it doesn't happen. Lisa asks, can FERPA be adjusted for that reason? Sarah says other schools do it. We'll hold on this until Tulio returns – he may have thoughts.