

CLOSED DOOR**New Business**

1. Attendance + Expectations (**Cari – 2 min**)
 - a. Roll call: Jeremiah Houck, Laurie Mozingo, Kimber Peterson, Kimberly Elahab, Felix Sanchez, Cari Hanrahan, Rick Swan, Tulio Wolford, Jane Byrnes, Erica Hardcastle, Kris Higginbotham, Lisa Kosiewicz Doran, Gina Spiers
2. Approve Meeting Minutes – (**Erica, 2 min**) There were no minutes from summer meeting.
3. Welcome new members! (**Rick – 3 min**)
 - a. Introductions
 1. Jeremiah Houck (FAC) - Jeremiah has spent 21 years as a clay instructor at Bemis School of the Arts, and is now newly appointed assistant director of the art school
 2. Kimberly Elahab – Kimberly is sitting in as Advancement representative while Carolyn Dickerson is on sabbatical. She has been at CC for 3 years and is the Director of Prospect Management. Carolyn returns in November.
 3. Jane Byrnes – Jane is CC's Health Professions Advisor at the Career Center (although she lives in the Olin fishbowl). Jane is the Student Life/Worner representative.
4. Current Roles (**Cari – 2 min**)
 - a. Erica, Cari, Rick – Co-Chairs
 - b. Gina Spiers – Keeper of the Minutes
 - c. Felix Sanchez – Website Editor
 - d. Laurie Mozingo – Election Officer
 - e. Tulio Wolford – Treasurer
 - f. Kimber Peterson + Sarah Bogard – Committee Liaisons

Ongoing Business

4. Committees (**Sarah Bogard – 7 mins**)
 - b. Workplace Excellence update
 - Sarah was not present to update
 - c. DEAB update

Diversity and Equity Advisory Board needs a new member. Three candidates were presented to the Council for a vote.

 1. Vote – Megan Rhodes (admissions) was chosen
 1. When DEAB has all members, then they elect 1 person to rep on Staff council. Cari will follow up with Naomi and Lyrae
 2. Once this is in place, DEAB updates will be consistent
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**)
 - a. Email regarding Dog Policy: students/staff differences and concerns

- dog policy email received (re: animals who are not service animals and the rules for students) – Erica will forward email to the council members.
 - students are asking why their rules are different from those for staff/faculty and point out that the “some people may have allergies/fears” argument is no longer valid, if staff and faculty are allowed dogs
 - Erica will reach out to...accessibility resources? Denise Sheridan?... for clarification on the current student policy
 - Erica suggests petitioning the president’s office for a committee (of faculty/staff/students) to determine new policy (NOT, it should be noted, to revisit faculty/staff policy)
 - Cari suggests that Staff Council first think about it until block 2 and come back with ideas. Jane will meet with Jan Edwards and bring her response back to the block 2 meeting.
 - If anyone has further ideas, please send to Cari, Rick and Erica so that they will have a more robust proposal if they eventually take it to the president’s office
6. Comments/Feedback/Updates from individual representative areas (**Cari – 5 mins**)
- a. CC Day of Service: this year’s CC Day of Service event will be held on Wednesday, October 4th and the service project will be cleaning up Monument Creek as part of the local “Creek Week” – folks should keep an eye out for more information. This IS considered work time, with supervisor approval
 - b. ITS: Discontinuing Live Streaming of First Mondays (**Erica, 2 mins**)
 - ITS is curious if the committee believes there is a desire to continue this
 - Tulio says Linda Petro made the decision. It is presumed to be a budget issue – Tulio will confirm with Linda
 - Staff Council cannot raise budget to cover it.
 - c. If you have feedback from your area, please send to Cari, Erica and/or Rick to put on the itinerary for block 2 meeting.
7. Staff Council lunches, scheduling and explanation (**Cari, Erica, Rick – 2**)
Lunches happen on the Thursday of block breaks. Basically hang out with 2 members of SC and chat. Some sessions have historically been offered to new employees, others to not so new employees.
- a. Sign-up: Erica will send out sign-up sheet. Please sign up for two lunches
 - b. Communications:
 - Lisa will communicate via digest post, the Monday before the lunch
 - Lisa also agreed to receive RSVP’s for each lunch, regardless of hosts
 - First 10 RSVP’s receive lunch tickets (that block’s host will have)
 - Erica points out that we don’t need to stay in Rastall – clamshells are available to borrow for taking lunch out.
8. Staff Training/Professional Development (**Felix Sanchez, Rick Swan - 3 mins**)
- All training options exceed our budget – council wonders if that budget could be re-allocated elsewhere
 - Erica suggests we contact HR for Excel at CC type professional development for Staff Council
 - Laurie will explore current Excel at CC options and present recommendations
9. Other: Items for the next meeting (**wrap up – Cari Hanrahan, 1 min**)

- a. Budget increase for Staff Council parties (Fall, Spring – others?)
 - budget should include ability to do outreach for staff that are unable to attend SC parties due to scheduling (children’s center employees, for example)
 - It was pointed out that these events have gained popularity, and typically have attendance of 200 to 250
 - both events ran out of food last year, so increase in budget is also needed to offset that cost.

OPEN DOOR

Special Reports

11. President’s report (Mary Frances, 10 min)

- Excel at CC is a president’s office priority – they would like Staff Council’s help in encouraging people to get involved, pending their supervisor’s approval
- Brief mention was made of the college’s comprehensive campaign, and that helping the college unroll this is also an important focus
- Innovation will again be huge this year, and the college is looking for more holistic ways to roll this out. Important factors mentioned in this regard were our pre-business and entrepreneurial programs, the founding spirit of CC (starting with the lone Cossitt Hall, despite challenges in resources), the block plan, FAC being now academically facing as well as public facing, unfolding and telling the story of the new library and East campus....ultimately, a focus on all the ways we are different from other higher education institutions, with an emphasis on our holistic approach
- A retreat with students/HR/communications happened. A decision to honor alums with namings of the new east campus village was one result
- Kim Waldron is coming in as new executive team member, and the president’s office is excited about her background and the ways in which she will be an asset for Staff Council
- Family weekend is fast approaching with phenomenal programming. Employees are encouraged to talk to their supervisors first, but to participate as much as possible. During this super busy time, all are reminded to be kind to each other and take care of each other.
- The board will be looking at expansion of the strategic plan in November. Innovation and summer programs were priorities last year. The college is hoping to better articulate the outdoor culture that is such an integral part of CC’s identity as we move forward. Watch for opportunities for input on this.
- Accreditation – Dean Wong will go before the Higher Learning Commission before the site visit from the accreditation team in February. Mike Edmonds has been an external reviewer, so he will be looked to for input on this.
- Provost search is also happening.

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

- Lisa Brommer reporting. HR continues to work closely with FAC. Initial CC/FAC employee shifting is done. Next step is diving deeper into job descriptions, band placement, market date, etc to position the FAC jobs onto our salary scale (Lisa, Paul Schilli and Pam Butler working on this)

- Updates to staff handbook happened over the summer. A significant re-write happened 4 years ago, to remove so much “legalese” and make a more comprehensive document. Newest updates will be rolled out by end of September and links to updated policies will be made available at that time.
- Department of Labor is revisiting overtime and exempt rules and are seeking input. HR is encouraged by this and notes that they want to ensure those working overtime receive overtime pay.
- Smoking tobacco free policy rolled out last week – more info to come. Implementation team is meeting re: signage, receptacles/ashtrays, etc and will likely request a Staff Council report at the Sept In the Loop (new policy will go into effect January 1). There are FAQ’s regarding the new policy on the website, as well as a way for people to ask questions.
- Strong response to Excel at CC this year, and lots of new programs added. HR asks that Staff Council encourage people to participate. Noted that there are always opportunities to add new programs and that – as part of the strategic plan – it is important to keep the program fresh and robust
- HR is putting together year end data – data since 2013 is available (on job movement within CC, people leaving, people hiring on....). Findings offered to Staff Council – we will explore further in block 3 meeting. Important aspects to look at in the data include why people leave (exit interviews and qualtrics survey results are key here), and time to fill positions (currently 70 days is our average, partially due to so many applicants.) HR currently reports exit interview findings back to the department, and will talk to chairs or division heads if there are repeated issues coming up with exit interviews from the same department. HR is looking for a better way to share this info back to departments, and expressed a hope that exit interviews are happening at the dept level as well
- Tulio asked about recognizing staff who are leaving on the website. Lisa says they are looking to improve how that is done, to include info on whether someone is retiring, or moving to a different position elsewhere within the college. Tiger service awards will also be included in this new part of the HR website.

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

- Athletics Board (Janet Martino)
 - (per Cari, from Janet) All sports reviewed at end of year (schedules, standings, issues, etc)
 - Infractions by athletes are viewed as they arrive, per NCAA rules
 - Each team has a dedicated academic advisor to help smooth travel and other issues
 - “Missed class forms” need to be completed in a timely manner. Students meet with faculty and turn in to the dean’s office to get credit for missed classes
 - Board is exploring possible guest speakers (coaches, trainers, professionals)
 - Board also discussing job openings and injury procedure issues
- Budget Committee (Ian Johnson) - No report
- Compensation Committee (Ian Johnson, Sherri Hanke, Judy Kanagy, Liz Scherkenbach, Zak Kroger, Will Schiffelbein)

- Joint Budget and Compensation Committee – Zach Kroger elected to both. They have not met as a committee yet
- Children's Committee (Gina Spiers)
 - Committee members Matthew Whitehead and Kate Leonard have been re-assigned to other committees (Matthew to Library/ITS and Kate to Design Review Board.)
 - Matthew believes Jessica Hoel (Econ) may have been assigned to replace him – Erica will reach out to confirm
 - Committee is currently stalled, as there are no projects currently on board, and committee membership is in question
- g. ITaL (IT and Library) Committee (**Erica, 2 mins**)
 - Had been a plan to split this into 2 committees, but it will remain one. Library has not met yet this year but were instrumental in hiring the new director
 - IT met with Brian Young last week looking for input re: securing emails so that personal info cannot physically leave campus through an email (it will be blocked, and you will be given a choice to work around it). Discussions on how to implement this change were had. Should be noted that no person is actually viewing emails, but outlook 365 tracks it. Once we go VOIP, fax machines will still have analog lines to facilitate exchange of sensitive/personal information.

Subcommittee Reports, including action items to address, 10 minutes

14. Events Planning Committee

a. Volunteers! (**Kris – 2 mins**)

- Looking for more events planning committee members. Jane and Kimber have volunteered (so committee is now Kris, Jane and Kimber)
- Fall party is next upcoming event. Usually occurs around Halloween. Committee will run date possibilities by Lori Hamacher for conflicts.

Other business/future agenda items?11. Website Updates for Felix (**Everyone --> Felix, 3 minutes**)

- Roles on the SC website
 - Erica points out we have a list of new Staff Council members to be listed
 - Business office has asked us to list all notaries on campus, not just the ones in their office. Laurie will get a list to Felix to be posted
 - Felix states that In the Loop dates are listed, and a new section for the sharing of “Good News” will also be added.

Action Items (Gina - 5 minutes)

12. Update Handbook (Co-Chairs)
13. Money for parties (Co-Chairs)
14. Tulio confirms (re: live streaming). ITS doesn't have the equipment so it is now outsourced. \$5000 per live-stream.
15. Please nudge your depts to sign up for Excel at CC
16. Felix will update website
17. Cari will contact Naomi about DEAB nominee
18. Erica will add all new people to the Staff Council listserve – the list pulls from banner. Type in “staff council” and then all the options will pop up.