

**CLOSED DOOR (January 30<sup>th</sup>)****New Business**

1. Attendance (Cari – 2 min)
  - a. Roll call: Felix out Here: Cari Hanrahan, Rick Swan, Sarah Bogard, Naomi Clark for Meghan Rhodes, Jeremiah Hauck, Laurie Mozingo, Kris Higganbotham, Tulio Wolford, Lisa Kosewicz-Doran, Gina Spiers, Jane Byrnes, Carolyn Dickerson (via phone). Absent: Felix Sanchez, Kimber Peterson
2. Approve Meeting Minutes – (Carolyn, 2 mins) Carolyn approved, Laurie seconded

**Ongoing Business**

1. Committees
  - a. DEAB Update
    - i. Welcome to Megan Rhodes (2 mins)
    - ii. Naomi attending in her place. (Naomi is staff co-chair for DEAB – no update)
2. Sign thank you card for Kimberly (Cari sending around thank you card during meeting) Cari forgot the card in her office – Carolyn offered to take care of it.
3. Staff Council communication and feedback (anonymous submission form) (Carolyn – 5 mins)
  - a. Issue 1: The Red Panic Buttons (answered by Nick)
    - i. “If I could have some more context behind this, including approximately the time and day the button was pressed, if the button was pressed and immediately hung up, and if any conversation was had with the dispatcher on the other end. The protocol is to follow up on all red button 6911 calls, and I would need to know more about the circumstances before I can know best how to address any failures in the system.”
      - Person relayed they tried the panic button and nothing happened. This is on the list of questions to be answered at In the Loop. (FYI – Nick defers to Maggie for these questions – she hands them off to Nick if its appropriate. So, begin with Maggie)
      - Per Naomi - “CPTED” (Campus Safety assessment for safety) currently ongoing. Wonders if they go back and update offices after their assessments are completed?
  - b. Issue 2: Active Assailant in the Building (answered by Nick)
    - i. “Each room in each building should be equipped with an emergency placard that would give some basic tips for a variety of the most likely or most troubling emergency scenarios. We go through the buildings on a regular basis and conduct vulnerability assessments using a standard called Crime Prevention Through Environmental Design. Our assessments represent a recommendation to the individual offices about safety measures they could choose to employ. I would be happy to go over the most recent assessment with everyone up in Communications and help to facilitate any modifications that would increase the feeling of safety for those employees. Active Assailant training seminars are also offered through the Campus Resource Officer, and I would encourage the office to reach out to Marty to schedule a class.”
  - c. Carolyn asked for a volunteer to ‘host’ the next In the Loop. Gina volunteered. Carolyn will email Gina a copy of the agenda

4. Staff Council lunches (Cari – 2 min)
  - a. Next staff council lunch: February 15th @ 11:30
    - i. Feb. 15 – Gina and Tulio (did Cari sub for Gina on this? It's on her calendar!)
      - i. Yes – Cari subs for Gina for 2/15 lunch
    - ii. April 19 - Felix and Jeremiah
    - iii. May 17 – Rick and Kris
  - b. Communications: Jeremiah, Lisa
    - i. They will get the word out about the upcoming lunch
5. Staff Training/Professional Development (Laurie – 5 minutes)
  - a. March 16<sup>th</sup> 1:00 – 2:30 -- what conflicts do we have? Does this work? Did we all respond to Laurie?
    - i. Only 7 signed up so far, so let's table this for now. Laurie can set it up again for summer, and open up to other staff.
  - b. Laurie also wants to know who is leaving SC in May, so she can prepare for elections.
    - i. Leaving are: Cari Hanrahan, Tulio Wolford, Carolyn Dickerson
6. In the Loop
  - a. Feedback for upcoming ITL
7. Other: Items for the next meeting (on February 27) (wrap up – Rick, 1 min)
  - a. Rick –Just spring party logistics
  - b. Jeremiah (from Bon Appetit contract renewal committee)
    - i. Some students not getting enough food (because of athletics, etc.....).
    - ii. Alumni survey – many students claiming Rastall doesn't work well for them, and late night options are VERY expensive (more than plan C – the default).
    - iii. Should we keep lunch club? – is it really true that students subsidize it? Has anyone done that math? Jeremiah will look up.
    - iv. Sarah – at her school, dinner was a swipe in every day. Everything else on a separate register – could buy a la carte.
    - v. Jeremiah – BA makes money by restricting Rastall hours – pushes business to the other places (preserve, etc)
    - vi. Cari – can they alter, fix, update what they offer to CC? (because the contract likely WILL be renewed) Cari – other colleges have a 24 hour policy. Hot food at certain times, but cold food always out. Jeremiah says this exists with BA at other institutions.
  - c. Cari –staff council and our areas have not been asked for feedback re: In the Loop.
    - i. What do we need, want, is it going well? should we change? A couple days after the next In the Loop, ask your departments for feedback and send back to co-chairs. If we don't get answers, then we can solicit at the subsequent in the loop for on paper replies.
    - ii. Rick – feedback we DO have is that Bemis great room is not large enough

**OPEN DOOR**

**Special Reports**

1. President's report (Kim - 5 min)
  - a. Jill is in Seattle and sends her greetings. She is traveling heavily right now, but will be here for In the Loop.
  - b. We are now smoke free!
  - c. We saw the largest half block ever, with more than 700 studnets registered.
  - d. Career center had several new helf-block projects (Coffee chats, advertising agency immersion, and a new Big Idea campaign launch, among others).
  - e. Winter starts – 45 new students, 8 transfers, 18 new students who were semester away in fall (Kim comments that this is a great program – she hasn't seen this at other institutions)
  - f. MLK recap – all peoples breakfast was wonderful and Kimber Peterson solo'd and blew everyone away 😊
  - g. Provost search is moving quickly. Four finalists are coming to campus in the next few weeks. This strong, diverse pool will meet with a group of faculty, staff, students and trustees – this is confidential, as the applicants are all high level staff at their own institutions, so those on the committee must sign confidentiality agreements. Hoping to announce new Provost in March, to start as early as June 1.
  - h. Budget and finance committee met – Jill is looking at their advice for the budget, and she will present their recommendations to the board in the February meeting.
  - i. Admissions are in the mid 8,400 to 8,500 range for another record year. Unlike other institutions, our international student numbers are up. Many of these international students are early decision (which is binding) which is good for us.
  - j. CC had a record fund raising year as well!
  - k. Jill thanks all for participating in spring conference and especially for such high participation in the President's Leadership Awards. Please thank your people for nominating folks.
  - l. Olympics – we have a hockey alum on the S. Korea National Hockey team. Apparently we have a lot of representation with the 2018 winter olympics – communications working on an article for this
  - m. FAC numbers - more than 50,000 have visited since July 1 – more than the total attendance in the prior year. *Annie* shattered all records - #1 highest attended and highest income producer ever for the theatre. Free k-12 school program kicked off in January, as well as the passport to the arts for 4<sup>th</sup> graders. That program generated 600 new memberships. In late December, the FAC was accepted into the Kennedy Center Partners in Education program – to support art teachers in local schools
  - n. Lisa Kosewicz added that Jill is traveling to Shanghai in March (with Meghan Rhodes) for an alumni event and to talk to/prospect some high level private schools there.
  - o. Cari Hanrahan offered feedback received on President's Leadership Awards. Some have questions regarding the purpose of the awards and to whom they are awarded.
    - i. Who are we serving with these recognitions? Should it be up and comers just beginning to adress these award topics, or is it for higher level folks who have been doing this work for awhile? Should we be continuing to recognize high level leaders, or should we be encouraging newer folks to step up? Maybe some clarification is in order?
    - ii. Naomi – maybe look at, giving more direction toward the purpose of the nomination? ) Or are they keeping it purposefully vague to allow it to be opened

up to a broader segment for the community? Should there be another award for new folks in their first year?

- iii. Cari – not Staff Council’s task. She encourages us to read the block project that created these awards, to understand exactly what they suggested before we start suggesting change. (this feedback should probably then go to Lyrae)

2. Human Resources report – (Lisa - 10 min)

- a. HR working with FAC – important to take a step back and look at policies and procedures, and do analysis to make sure the policies make sense from all perspectives. For example, FAC folks – and a lot of staff – worked over Winter Break. Does break still work universally? HR is doing that kind of analysis now.
- b. Tax laws changing....how does this affect higher ed? Things like moving allowance policy (now taxable) – do our policies that are affected by new tax laws need updating? Are we in compliance, and do they make sense for CC?
- c. Planning for Excel at CC for 2018/19 right now. Some new things....stay tuned
- d. Beginning to talk about staff reviews – next 3 weeks we’ll see more info about this. There is a special In the Loop on the schedule (March 13, 4pm) for Robert Moore to talk about performance reviews
- e. HR spoke previously about making changes to leave policies, esp sick leave. They will be looking at a draft of a new policy, that will include exempt staff accrual. Now, hourly can convert 3 hours of sick to personal leave – should we change this? Medical and parental medical leave benefits also in review. Have to look at ALL leave policies together, as they all are related.
- f. Cigna and Centura Health – renegotiations all worked out, so Centura is still in network.
- g. Laurie mentioned that 1095s (that reflect medical spending) are not due until March 15 (these are not necessary to file your taxes).
- h. Please encourage your people to look at their withholding and adjust as needed.
- i. Carolyn asks – who is working on the proposal of exempt folks added to sick leave? Will accrual be retro-active?
  - i. Lisa – not yet determined how to make it operational. They like the idea, and folding exempt staff in is easy to do in theory. How to operationalize it (and get it set up in Banner) is still to be discussed. Regarding whether it will be retro-active, you’ll start with a bank, depending upon your length of service.

3. Other Committee Briefs (committees for which we nominate staff)

- a. Athletics Board (Janet Martino) (no report)
- b. Compensation Committee (Ian, Liz) (no report)
- c. Children's Committee (Gina) (no report)
- d. Budget Committee (Ian Johnson, Zak Kroger) (no report)
- e. ITaL (IT and Library) Committee (Tulio)
  - i. Phishing spam – please let your people know that IT will NEVER ask you for your credentials, so don’t ever put them in. Security training is available (and required)

**Subcommittee Reports, including action items to address, 10 minutes**

1. Events Planning Committee

- f. Spring Party - Brainstorming (Kris, Jane, Kimber – 5 mins)
  - i. Kris asks what date works best for everyone?
  - ii. He, Jane and Kimber have discussed themes, and wonder if (since we had it at the FAC last spring), we could invite FAC folks to set up booths so that they can demonstrate the work that they do.
  - iii. Kris will work with Lynette to lock down a rain space.
- b. Let's decide on a date + what is needed from other members of Staff Council for that event
  - i. As of now, April 26 looks like the best date.
  - ii. Carolyn wonders if we could use the events space in the library (it has a deck so the event could be indoor and outdoor, and would show off the new space).
  - iii. Kris says this will change the event, as they were going for a no-alcohol, more wellness focused event.
  - iv. Cari wonders, then, if we could do more wellness outside on the deck, and traditional party inside?
  - v. Kris says we can do burger, brats, chips, side for \$4.50/head.
  - vi. Cari asks if we want a 2<sup>nd</sup> caterer for veggie/vegan foods and dessert? She also asserts that a simple selection of beer/wine gets people in the door.
  - vii. Please plan to begin a month in advance with a Save the Date for your divisions, and get the info out often.

**Other business/future agenda items?**

- 1. Website Updates for Felix (Cari will email Felix with updates necessary) Nope
- 2. Were shirts received? (Kris) Yes!

**Action Items (Gina - 5 minutes)**

- 1. Carolyn will take care of thank you card for Kimberly
- 2. Jeremiah and Lisa will get the word out about the next Staff Council lunch (Feb 15)
- 3. A few days after the next In the Loop (2/8), please ask your divisions for feedback regarding In the Loop in general and send back to co-chairs.
- 4. Per Jill, please thank your divisions for voting in the President's Leadership Awards
- 5. With new tax laws, please encourage your divisions to look at their withholding and adjust as needed.
- 6. Regarding recent phishing scams, please remind your divisions that IT will NEVER ask them for their credentials
- 7. Set a date and time for a new SC photo for the website