

## Staff Council: Meeting Minutes

Wednesday, 25 January 2023, 1:30pm

Meeting held via Hybrid, UH471/Zoom

Attendees: W. Battelle, J. Cluett, A. Curran, D. Dubois, R. Gardner, K. Hollan, C. Keller, S. Miles, T. Scola, J. De Leon

Guest Attendees: W. Soboyejo (President), L. Turner (Senior VP, T&I)

Not in Attendance:

1. President Soboyejo expressed his congratulations to the historic inaugural Staff Council and shared his enthusiasm and hopes for the impact that the Staff Council can have on the WPI community. President Soboyejo requests that a Staff Council representative join the JCC as soon as possible to better integrate staff perspectives into the JCC's work. President Soboyejo also shared his vision that the Staff Council will provide structure to allow the passions and talents of staff to have a deeper impact on the goals and successes of WPI. President Soboyejo requested that the Staff Council share their work with the Board of Trustees once they are prepared to do so.
2. Lauren Turner asked what the Staff Council members are hoping to work on in the near future. Discussion focused on the ratification of the constitution and bylaws, establishing Executive Committee roles, providing transparency to all staff around Staff Council's processes, and reinforcing a positive staff community & culture at WPI.
3. President Soboyejo and Lauren Turner left the meeting at 2:15pm.
4. The Staff Council reviewed Lauren Turner's feedback on the constitution and bylaws and unanimously agreed to implement the proposed changes.
5. The Executive Committee role descriptions were reviewed and revised (per feedback from Lauren Turner). A vote was held to elect the Executive Committee (which will officially be seated upon the ratification of the constitution and bylaws).
  - a. Chair – Theona Scola
  - b. Vice Chair – Bill Battelle
  - c. Secretary – Caitlin Keller
  - d. Communications & Public Relations Officer – Roxanne Gardner
  - e. Treasurer – Diane Dubois
6. The Staff Council agreed to designate Jen Cluett as its representative for the JCC
7. A timeline for the constitution and bylaws process was outlined by the group
  - a. Share updated version with Lauren Turner and leadership for feedback (1/27-2/7)
  - b. Review feedback at next SC meeting (2/8)
  - c. Push out for public comment & review period (2/9-2/21)
  - d. Review public comments & respond as needed (2/23 SC meeting)
  - e. Push out ratification vote (by 3/1)
  - f. Close ratification and review results at SC meeting (3/8)
8. There was continued discussion about how the 2 appointed Staff Council members will be determined. It was decided that the Staff Council should be responsible for the appointments in

order to diversify the Staff Council and provide equitable representation of the WPI staff. Ideally, those appointments will arise from the pool of candidates who did not win elections. If that pool lacks the diverse representation the Staff Council is striving for, a different process may be implemented. Decisions about that process have not yet been made but will need to be revisited prior to the election cycle.

9. James De Leon shared the process for selecting a vendor for implementing a Staff Climate survey, which is slated to be rolled out in Fall 2023. He requested that the Staff Council members give feedback on the evaluation questions to aid this process, which will be shared via the Staff Council Teams site.
10. It was decided to maintain the Staff Council webpage under T&I (where it is currently hosted) for the time being. We will revisit this in the future as our needs change.

#### Action Items

- Implement Lauren Turner's feedback on the constitution and bylaws (Secretary)
- Share updated constitution and bylaws with Lauren Turner & leadership
- Work with IT to set up the process for public comment & review period
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