

Staff Council: Meeting Minutes
Tuesday, February 28, 2023 – 11am

Attendees: Theona Scola, Amy Curran, Diane Dubois, Bill Battelle, Sarah Miles, Jennifer Cluett, Roxanne Gardner, James De Leon, Kim Hollan (late)

Guest Attendees: Richard Song (T&I)

1. Chair called meeting to order at 11:05am.
2. Richard spoke with the group about the Trustees Award for Outstanding Staff Member – looking to see if the Staff Council would like to play a role in the communicating to staff about this award. Richard will share with the group what the nomination form looks like – and will be adding it to the T&I website; would like to get this up and running as soon as possible. Richard is thinking it might be good if the Staff Council helps with selecting the winners.
 - ♦ Theona asked for more clarifying information about the award.
 - ♦ Jen and Bill have been on this criteria committee before and shed some light on how this happens. It is a recognition program and Jen felt as though the Staff Council could help with the marketing of this (as it falls under what our mission is). Jen and Bill made the statement that “the quality of the submission” is what helps determine who the winner is; really highlighting the spirit of WPI and how the nominated staff member helps contribute to this.
 - ♦ There was chatter about other awards (who is responsible for advertising those and who is on the selection committees, etc.). Sarah was asking when the plan would be to give this award – it was determined that it was at last year’s final town hall. It is the plan that this will hopefully happen this year as well – so that President Wang can help facilitate this celebration.
 - ♦ It was determined that Richard will focus on the logistics of the award (nomination form, timeline of when award will be given, etc.). The Staff Council will then take this offline and look at the form to make suggested edits, explore ways to market it. It was suggested that a member of two from the Staff Council be part of the committee to look at nominations as they come in. Staff Council will be the liaison with Marketing to help get the word out to the WPI community.
 - ♦ Roxanne asked to consider changing the name of the award – this will be discussed in our small group.
 - ♦ Richard thanked us and left the meeting.
3. The meeting minutes from 2/8/2023 were approved.
4. Spring elections have started to be discussed. Some progress has been made:
 - ♦ Marketing has been contacted and an outline of what’s to come has been actively been made. This is a draft, but it is helping to steer out communications.
5. The Constitution and Bylaws feedback form is open until the end of day today (2/28/23).
 - ♦ It was suggested that we wait to discuss comments until the feedback form has been closed out. That way any edits or ratifications can happen after all comments have been seen.
 - ♦ There were questions brought up about if we need to rethink the elections process based on feedback given. It seems like some comments were asking for some more clarification on the Bylaws. There were questions brought up about

staff who members of Unions are and if they can partake in the elections process.

- ♦ Amy shared an example of how she worked with the Animals on Campus Policy – addressing comments, thanking people for feedback, sharing with people where information may already be found in the policy, only making changes when needed. It was discussed as a group how we would add acknowledgements to submitted comments.
- ♦ Theona will draft an email that will go out to community members. The comments will be added to our Teams site, and we will collectively be adding responses. Diane will be making sure the comments section is closed to public comment by the end of day.
- ♦ Kim will take the lead on create a Qualtrics form for sharing any ratifications.

Action Items

- Making sure comments are responded to from the community
- Theona will draft a “Thank You” email to community members
- Diane will take the lead on responding to comments