

## Staff Council: Meeting Minutes

Wednesday, 8 February 2023, 2:00pm

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

Guest Attendees: J. Andrews (Director of Benefits & Wellness, T&I)

1. Chair called meeting to order at 2:02pm.
2. Joellen Andrews provided a demonstration of the new T&I employee portal, Dovetail. Joellen requested feedback on the setup of the portal, as well as input into what type of content would be useful for employees to be able to access. The group thought it was positive that it was an intranet-based tool that would be easier to keep pertinent information in one place for employee access. However, there were concerns that adding another tool with a separate entry point will not be well-received and contributes to ongoing problems with employees trying to navigate WPI resources and information.
  - a. The Staff Council made a few specific requests that are within the scope of the current portal:
    - i. Adding information pertaining to employee accommodations – how to request accommodations, etc.
    - ii. Adding information about the hiring timelines, calendar, and other information regarding the hiring process
  - b. The Staff Council also highlighted the importance of the WPI community having connections to real people. While the portal is a helpful resource, relying on a ticketing system more broadly may be perceived as lacking personal interaction. We expressed that T&I should be mindful of this in how they approach the use and structure of the portal.

Joellen Andrews thanked us for our insights and left the meeting at 2:35pm.

3. The meeting minutes from 1/25/2023 and 1/11/2023 were approved.
4. Diane DuBois provided an update on the SharePoint site created by IT for rolling out the Constitution and Bylaws for public comment. The site needs minor updates before being ready, such as putting our full Constitution and Bylaws on one page, as well as including explanations/contextual blurbs to help guide users in how to approach the document during the public comment period.
5. The Constitution and Bylaws are still awaiting feedback from Leadership Cabinet, which is needed before being made available to the WPI staff community. Chair Scola will contact Senior VP Lauren Turner to check in on the progress by the end of the week.
6. Correspondence needs and process for sharing the Constitution and Bylaws was discussed. Communications & PR Officer Gardner is working on a draft of the message, as well as connecting with Marketing to determine a roll-out process.
7. The group discussed the need/desire to hold drop-in sessions during the public comment period for the Constitution and Bylaws. The group agreed that we want to be transparent and available to constituent but want to ensure that all feedback/comments are recorded within the SharePoint site. It was decided to not schedule formal drop-in sessions for this purpose, but that

we will address questions if they arise and will encourage constituents to record their feedback formally through the SharePoint comment period. There is support for holding drop-in sessions in the future to interact with the community and be transparent in our work.

8. The Staff Council expressed a desire for Senior VP Lauren Turner to provide a short Staff Council update at the WPI Employee Town Hall on Tuesday, 2/14. Chair Scola will reach out to Senior VP Tuner to request this action.
9. Currently there is no process for communicating directly with staff constituents. It is acknowledged that Staff Council will need to work on this in order to effectively share Meeting Minutes and other pertinent information with constituents in a timely manner.
10. James De Leon provided an update on the selection of a Staff Climate Survey vendor and requested that any questions/feedback be provided by Friday, 2/10.
11. The next meeting was rescheduled due to lack of quorum available. The meeting will be held on Tuesday, 2/28 at 11am.

#### Action Items

- Get an update on receiving feedback from Leadership Cabinet (Chair)
- Draft messaging for the Constitution and Bylaws public comment feedback period (Communications & PR Officer)
- Coordinate with Marketing for roll-out (Communications & PR Officer)
- Make necessary updates to SharePoint site (Diane & Sarah)
- Request a Staff Council update at the WPI Employee Town Hall (Chair)