

Staff Council: Meeting Minutes
Wednesday, 8 March 2023, 2:00pm

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

1. Chair called meeting to order at 2:03pm.
2. Secretary's Report
 - a. Proposed change to 2/28/23 Meeting Minutes – Action Item to thank all staff (Theona) was amended.
 - b. 2/28/23 meeting minutes were approved with the above change.
3. No sub-committees required a status update during this meeting.
4. Roxanne shared that the FAQs, both current and proposed, are being updated on the website. Bylaws feedback is helping to inform any changes.
5. Public feedback for the Constitution & Bylaws was discussed in detail. All comments were addressed by the entire group and the reply comments from Staff Council were written as a group during the meeting. These will proofread by Jen and be uploaded into SharePoint for public viewing by Diane.
 - a. For feedback that wasn't directly related to the Constitution & Bylaws, the Staff Council has made note of it to be addressed in future communications and processes.
6. The Qualtrics survey for the Ratification process has been created and the distribution email drafted. The group discussed the most effective way for communicating the survey to the staff community. It was decided that a link to the survey in the body of the email was best. This email will also include a link to the updated Constitution & Bylaws SharePoint document, which includes the public feedback and Staff Council replies. Members also requested that individuals/depts on campus that assisted with this process (specific people in IT & Marketing – Galen Lipin, Christine Dorr, Allison Duffy, Diana Fiorentino) be publicly thanked for their service.
7. Talent & Inclusion has requested that Staff Council play a role in this year's Spring Staff Forum. Last year sessions were offered either in-person or online via Zoom. There are no dates/formats established yet for this year. It was acknowledged by the group that this could be an opportunity for us to communicate with staff about our election process and encourage people to run for Staff Council (depending on the timing of the sessions). This could also be a good way to start giving the community more direct access to Staff Council members and help the group be transparent in their ongoing work.
 - a. A sub-committee was formed to work on ideas: Roxanne, Jen, Kim, Bill, Theona, and James.
8. Chair Scola sent the compiled notes about the Trustee Awards to Richard and will keep the group updated on this process.
9. Meeting was adjourned at 3:34pm.