

## Staff Council: Meeting Minutes

Tuesday, April 11, 2023, 2:00pm

Attendees: T. Scola, D. DuBois, J. Cluett, C. Keller, W. Battelle, K. Hollan, R. Gardner

1. Chair called meeting to order at 2:04pm
2. Election subcommittee update:
  - a. Schedule for emails to announce the nomination process has been finalized. Initial email by 4/26, reminder email on 5/15
  - b. Process document has been updated and is available in the Staff Council Teams site.
  - c. Discussion about meet & greet process for candidates will be addressed in a later communication. The Staff Council plans to discuss this in more detail in a future meeting.
  - d. Voting window was finalized: 6/12-6/26
  - e. T&I is going to continue to facilitate the backend processes for staff council nominations. This will allow for streamlined communications. This will be re-evaluated after this election process to ensure efficiency in future election cycles.
  - f. Next steps: drafting the voting submission form – structure, questions for nominees, etc.
3. Staff forum subcommittee update:
  - a. President Wang will do a welcome introduction
  - b. Breakout topics/groups have been determined.
  - c. T&I would like to hold a virtual version on 5/24 as well.
4. Staff feedback form subcommittee update:
  - a. Edits based on feedback from last meeting have been completed.
  - b. Discussion in next meeting for creating a rollout plan & communications will be needed.
5. Meeting was adjourned at 3:02pm.