

Staff Council: Meeting Minutes
Wednesday, 5 April 2023, 2:00pm

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

Joined late: W. Battelle, J. de Leon

Guest Attendees: Joellen Andrews, T&I

1. Chair called meeting to order at 2:01pm.
2. Joellen Andrews asked for Staff Council input on the most effective way for T&I and other staff groups to communicate out information. Joellen shared that retirement and tuition benefits are the most frequent inquiries received.
 - a. It was suggested that open information sessions that are aligned with important schedule dates for action. Open enrollment, retirement cycle, and tuition reimbursement application deadlines would be a good place to start.
 - b. The group acknowledged that WPI isn't particularly effective in getting non-urgent information to employees. Much of this content gets buried by faculty/student focused events and news headlines.
 - i. A restructuring of WPI Today or a regular newsletter including staff-focused information were suggested.
 - c. The idea to rebrand all the non-paid-into benefits (i.e. insurance discounts, gym memberships, EAP, etc.) into "perks" was suggested. Many of these go under-utilized and get lost in larger communications. Finding ways to promote these would be beneficial to staff and other employees.
 - d. Building a social media presence for T&I is another suggested avenue. An intranet platform would be preferred but is unlikely at this time. However, engagement on a platform like Slack or Instagram may help reach more people.
3. Meeting Minutes from 3/22/2023 were approved.
4. Election subcommittee had no formal updates but stated they will be meeting soon to make progress on communicating this next election process.
5. The T&I/Staff Council Forum will be held on Monday, 5/22, 2-4pm in the Rubin Campus Center. Logistics were shared from the subcommittee about the proposed format and schedule. James de Leon will share this information with Lauren Turner this week. It was decided that the Staff Council session should be more informal – no presentation. The goal is to introduce ourselves to the community and share information about our current work: election process and staff feedback form. Having handouts/fliers to send people with will also be helpful.
6. The staff feedback form subcommittee asked for feedback on the current version of the Qualtrics form. Minor adjustments were suggested to improve data collection. The subcommittee will make edits and the form will be reviewed and (hopefully) finalized next meeting.
7. Amy Curran has agreed to sit on APG as a Staff Council representative.
8. Roxanne Gardner and Theona Scola will meet to draft the emails regarding the election process by next meeting.
9. Meeting was adjourned at 3:30pm.