

Staff Council: Meeting Minutes

Wednesday, May 3, 2023, 2:00pm

Attendees: K. Hollan, T. Scola, J. Cluett, C. Keller, S. Miles, R. Gardner, W. Battelle, J. DeLeon, D. Dubois

Guest Attendees: Vijay Menta, Vice President for IT & CIO; Jill Desmarais, IT; Sharon Robsky, IT

1. Chair called meeting to order at 2:02pm.
2. IT Zoom Phone Presentation
 - a. Vijay Menta presented an overview of the transition to a Zoom Phone system throughout campus
 - i. Current Avaya system is outdated. Zoom has all of the same features plus additional ones such as SMS messaging. Zoom will support a hybrid work environment that lowers cost to WPI.
 - ii. Pilot cutover to be implemented by 6/21. First department cutover by 7/19. Goal is to have all cutovers complete by 12/13/23.
 - iii. IT is looking to identify Change Champions in each department/division to help with transition.
 - b. Staff Council agreed to form a subcommittee to help facilitate the cutover and provide feedback on the process to the extent to which they are able to do so. Subcommittee members: Sarah Miles, Kim Hollan, Diane Dubois, Caitlin Keller
3. The meeting minutes for 4/5/23 and 4/11/23 were approved.
4. Election subcommittee updates:
 - a. The initial about the nomination process went out to all staff last week.
 - b. Next email with the link to the nomination form is in the process of being drafted and will be sent on 5/15-5/16.
 - c. Nominations form is ready to go.
5. Staff Feedback subcommittee updates:
 - a. For the first meeting since the form was implemented, Kim Hollan shared the current data and confirmed the process for responding to the feedback.
 - b. The subcommittee will manage most of the responses moving forward but will bring unique feedback and trends to report out at Staff Council meetings.
 - c. Emergent trends and issues will be shared with T&I via Chairperson Scola's semi-regular meetings with Lauren Turner, which should begin this month.
6. Staff Council expressed discontent at the summer hours and time off changes that were announced via email by Talent & Inclusion. Staff Council felt that they should have been consulted in the process as representatives of the constituents on campus most impacted by the changes, both in the formation of the policy, as well as in drafting the communication about the policy that was shared with the community.
 - a. Reactions to this particular policy are anticipated in staff feedback form responses and the subcommittee will monitor and share at next meeting.
7. Staff Forum Subcommittee updates:
 - a. James is collecting topic descriptions and resources.
 - b. Chairperson Scola will do the welcome message at the in-person forum.
 - c. The subcommittee is still working on the logistics and details.

8. Chairperson Scola will be presenting the progress of the Staff Council to the Board of Trustees on Thursday, May 11. She has provided a draft on her points within the Staff Council Teams site and invites any feedback from Staff Council members.
9. Meeting was adjourned at 3:30pm.