

Staff Council: Meeting Minutes

Wednesday, May 31, 2023, 2:00pm

UH471 & Zoom

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

1. Chair called the meeting to order at 2:04 pm.
2. Meeting Minutes for 5/17/23 were approved.
3. Chair Report:
 - a. Organization & structure for Staff Council meetings moving forward
 - i. A cheat sheet for meeting norms was added to Teams and all members are asked to review it with the goal of implementation for future meetings. This is particularly important as the Council expands to 18 members to ensure all voices are heard, particularly for hybrid meetings
 - ii. Main behaviors to begin implementing immediately: speak one at time (don't interrupt/talk over another person) and raise hand and wait to be recognized by the Chair to speak.
 - b. Determining full committee meeting schedule for AY 23-24
 - i. A discussion thread will be started in Teams to share opinions and feedback. A poll for availability will also likely be necessary to find an acceptable time for recurring meetings.
 - ii. First full Council meeting will be off our normal recurring meeting schedule to onboard new members and build community.
 - iii. It was recommended that we start with the same structure and timing that we've been using to ease in the new members.
 - c. Managing Meeting Agendas
 - i. Chair Scola has been creating and managing the Meeting Agendas thus far. To ease the load on her role, this responsibility has been shifted to Secretary Keller. It will continue to be available in Teams with access for all Staff Council members. Others can edit/contribute items to the Agenda directly but should communicate that to the Secretary as well.
 - d. Talent & Inclusion Liaison role
 - i. For the inaugural year of the Staff Council, this was a useful role to be included in all Staff Council business and meetings. Chair Scola acknowledges that now that the constitution and bylaws are ratified, the Staff Council will be a fully seated body in July, and that the Chair has a recurring meeting with VP Lauren Turner, this role should be evaluated for efficacy. This will help better define the relationship between the Staff Council and T&I as collaborators as well.
4. Election Sub-committee:
 - a. Over 30 nominations have been received with a decent spread amongst the 7 groups. Diane Dubois will be emailing all nominees to accept/decline their nomination. T&I will email any nominees currently on probation without notifying the Staff Council regarding their eligibility if T&I makes an executive decision that they are not eligible.

- b. The nominee Meet & Greet event is scheduled. Communications Officer Gardner will post the information on the Staff Council website and work with Marketing to get the information communicated out. Once nominations are accepted, the sub-committee will need to provide information about the expectations during the election process.
 - c. Sub-committee needs to reconvene for last minute Meet & Greet details as well as to get the backend election process set up properly.
- 5. Feedback Form Sub-committee:
 - a. There have been approximately 25 new responses on the form since last Staff Council meeting. Generalized topics were shared with the group.
 - b. Trends and concerns that arise from the Feedback Form responses will be added to Chair Scola & VP Lauren Turner's 1-on-1 meeting agenda when appropriate. Staff Council will move to have these items added first. Compiled, anonymized data will be useful for Chair Scola to share in these meetings – the sub-committee will do this as requested.
- 6. Staff Forum Sub-committee:
 - a. The summary report from the in-person event is posted on the Staff Council website and will be communicated out directly as well. The body agrees that this is a best practice that we should strive to do frequently to maintain transparency with our constituents.
 - b. Between both events, there were approximately 400 attendees. Event feedback collected was overwhelmingly positive and encouraging, though it is acknowledged that many attendees did not provide feedback. The overall impression was that the synergy and community aspects of the in-person event are nearly impossible to replicate for a virtual event.
 - c. The sub-committee will debrief and make note of improvements and adjustments for future similar events.
- 7. Zoom Phone Sub-committee:
 - a. Timing for cutover was discussed. Staff Council gave feedback on the timing for different departments. Currently there are no Staff Council actions for this process.
 - b. The group anticipates that constituents may use the Feedback Form to lodge concerns over Zoom phones and we will pass these along to the appropriate IT contacts as necessary.
- 8. Dental Plan changes
 - a. T&I has requested Staff Council feedback on the rollout of these changes. With very little information, we could not do so at this time. More information will be requested from T&I. It was acknowledged that these items should not be added to meeting agendas on short notice in the future – T&I will need to provide substantive information and request a spot on the Staff Council meeting agendas in the future to avoid this issue.
- 9. Committee Assignment document progress
 - a. The document is mostly filled out and is ready to be shared with the public. This will be a dynamic document and will be posted as website information rather than as a standalone PDF.

- b. Staff Council still has a handful of requests to provide representation on other campus committees. These roles will be assigned once the full Council is seated this summer.
- 10. Staff Climate Survey
 - a. T&I has identified a vendor and is convening an implementation team. Staff Council representation was requested. Those interested can express that within Teams to James de Leon.
- 11. New Business
 - a. A member requested T&I provide more clarification to Staff Council on Performance Improvement Plans due to anecdotal concerns shared by constituents (no Feedback Form submitted) about how they are being used. It was determined that this is not in the purview of the Staff Council but that we are happy to connect people to resources if they submit their concern through the Feedback Form with their name attached.
- 12. Meeting was adjourned at 3:33pm.