

Staff Council: Meeting Minutes

Wednesday, June 14, 2023, 2:00pm

Zoom

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

Guest Attendees: J. De Leon

1. Chair called the meeting to order at 2:03pm
2. Chair Report:
 - a. Updates with Lauren Turner
 - i. Staff Forum was debriefed – survey feedback, impressions, next steps
 - ii. Staff Council election updates were shared – nominations, voting, meet & greet
 - iii. T&I Staff Council representative role – it was decided that the T&I representative is not needed at all Staff Council meetings. Moving forward, this role will be invited only when necessary to contribute to specific agendas.
 - iv. Feedback forms – Chair Scola shared synopsis and explained our process for handling feedback.
 - v. Lauren Turner has requested 30 minutes to address T&I updates at an upcoming Staff Council meeting. This will be added to a July agenda.
 - b. Chair Scola is working on scheduling a Staff Council retreat/luncheon for August or September with the full Staff Council. Primary goals of the retreat will be onboarding new members and determining our guiding principles and operations framework for the coming year.
 - c. The 6/28 Staff Council meeting will be dedicated to election business and making Staff Council election appointments. Chair Scola requests that we limit adding other agenda items for that meeting.
3. Meeting minutes for 5/31/2023 were approved.
4. Election Subcommittee
 - a. The subcommittee will meet prior to the 6/28 Staff Council meeting in order to define parameters for guiding decisions for Staff Council appointment seats.
 - b. Voting will close on 6/26 and data will be compiled and shared as soon as possible to allow members to prepare for the 6/28 meeting.
 - c. Subcommittee will keep the Council apprised of any updates via Teams in the meantime.
 - d. It was requested that we seek out more information on why people declined their nominations and a path forward for better communicating the expectations of the role upfront.
 - e. In the future, it is recommended that we adjust the timeline to give the subcommittee more time to process nominations and get information set up before voting begins.
5. Feedback Form Subcommittee
 - a. Most feedback in this cycle were issues that should be directly addressed individually via T&I. The group has made note of other feedback and will continue to monitor.

- b. As it is early, we have not developed a baseline for determining what feedback should be escalated to the whole group and/or higher administration. The subcommittee will try to track emerging trends and will share response rates to keep the Council apprised for the time being.
6. New Business
- a. Benefits Fair will be 11/2/2023 and will likely have a Staff Council table again. We will need to determine that representation at a future meeting.
 - b. Employee Recruitment Fair will be on 10/10/2023 and Roxanne requests Staff Council representation.
 - c. Joellen Andrews requests 2 Staff Council representatives on FBC for this upcoming academic year. This conversation will be continued on Teams or in a future meeting.
 - d. Representation on other committees: document should be up to date. Amy Curran will be added to APG.
 - e. Staff Council reorganization of the board and subcommittee representation will be on the agenda for the first full Council meeting in August.
 - f. Chair Scola is working on scheduling a Staff Council group photo through Marketing. This will likely also be accompanied by an article to introduce the new members.
 - g. Meeting was adjourned at 3:05pm.