

Staff Council Meeting Minutes

#8 – Thursday, December 21, 2023

Attendees: L. Baghsarian, W. Battelle, A. Boertjens, N. Caligiuri, A. Curran, D. Dubois, R. Gardner, M. Hamilton, K. Hollan, C. Keller, N. Luiz, K. Marengo, E. Morganelli, T. Scola

1. Meeting was called to order at 9:02am.
2. Minutes from 12/7/2023 were approved.
3. Chair Report:
 - a. Chair Scola met with Secretary for the Faculty, Mark Richman, to discuss governance and advocate for Staff Council. This partnership can be helpful for us to navigate the governance structure appropriately and work together on issues that concern both faculty and staff.
 - b. Reminder – all sub-committee leads should be submitting written update reports to the Executive Committee (via the folder on Teams). This helps ensure that leadership is apprised of ongoing work beyond meeting report outs and will help for onboarding new sub-committee members after each election cycle and/or preparing new leads. It would also be useful if newer members start taking on some sub-committee leadership/shadow current leads to ensure a smooth hand-off process next cycle.
4. The Flex Work Task Force has completed two open staff listening sessions with over 100 staff in attendance (total). They have also been having focused sessions with managers in different areas across campus. This collected data, primarily from using the Zoom transcripts, is being summarized via generative AI to eliminate bias where possible. The Task Force members will be reviewing the compiled data in the new year and will provide status updates as necessary.
5. The Strategic Plan Working Group went through the goals and edited them into 10 goals to complete or make significant progress on by June 2026.
 - a. In early January 2024, sub-committee leads will be asked to work on the Strategic Plan Goal Worksheet for the assigned action items/goals at sub-committee meetings
 - b. A new sub-committee for Staff Recognition needs to be established to address the Strategic Plan goals. Nicole C., Kim, Roxanne, Adrienne, and Elena have volunteered.
6. Sub-Committee Report Outs:
 - a. Election – timeline is completed and reflects changes to begin the process earlier in the spring. Recurring meetings have been scheduled for 2024.
 - b. Communications & Public Relations – communications will align with the election timeline. Constitution/Bylaws were updated with the new amendments and have been posted on the Staff Council website. There is also a version available in the Teams site.
 - c. Treasurer – Staff Council now has an established Workday code but no associated budget. T&I has retroactively added the Workday tag for our Harvest of Thanks expenses. Treasurer Dubois will keep track of our spending and compile all data.
 - d. Feedback Form – getting many responses with feedback associated with the Task Force listening sessions. This data has been compiled and provided to the Task Force members.
7. Meeting was adjourned at 9:58am.