

Staff Council Meeting Minutes

#11 – Thursday, February 1, 2024

Attendees: L. Baghsarian, W. Battelle, A. Boertjens, N. Caligiuri, J. Cluett, A. Curran, R. Gardner, M. Hamilton, P. Howe, C. Keller, A. LeSane, N. Luiz, S. Miles, T. Scola

1. Meeting was called to order at 9:03am.
2. Minutes from 1/18/2024 were approved.
3. Chair Report:
 - a. Chair Scola reminded sub-committee leads to do their meeting summary reports.
 - b. Alesia LeSane will do the Performance Management Task Force instead of Sarah Miles due to scheduling conflicts.
 - c. All Staff Council members are asked to ensure that individual concerns and outreach from constituents gets recorded via the Feedback Form. This will allow us to collect the data and respond through the appropriate process.
4. Staff Council will plan to do a retrospective on all sub-committees at the end of Spring 2024. This will likely be rolled into a year-end report along with our Strategic Plan progress.
5. Sub-Committee Report Outs:
 - a. Events & Planning – This group will be responsible for flagship events such as Harvest of Thanks and the Staff Forum but smaller ones may be organized and facilitated by the specific sub-committee hoping to hold an event. The Spring Staff Forum has been scheduled and the sub-committee will be collaborating with T&I to determine the format and sessions.
 - b. Communications & Public Relations – They are planning to develop a shared events calendar to help keep track internally of staff council events and important dates/deadlines. This can also be rolled out separately as a public product.
 - c. Recognition – The group is brainstorming both formal and informal forms of recognition. They are hoping to roll out the GOAT cards in the near future as an informal form of recognition.
 - d. All sub-committees should be putting finishing touches on their Strategic Plan templates in the next week. These will be reviewed and compiled.
6. Remote/Flex Work Task Force:
 - a. The possible solutions are being refined and finalized with a goal of presenting a proposal to leadership by mid-February.

7. All sub-committees are asked to review all documents currently residing in the “General” files section of the Teams site and move pertinent documents to their sub-channel. All duplicates/drafts that are no longer needed should be deleted.
8. Meeting was adjourned at 10:10am.