

Staff Council Task Force Minutes
DOC Conference Room
July 30, 2014

The meeting was called to order at 2:05pm by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Beth Blackwell, Whitney Brown, Ali Carter, Karen Gilbert, Kathleen Head, Drew Homa, Aimee Kahn-Foss, Emily Kandetzki, and Duke Miller.

Community Forum: The College Officers would like new employees to stand and say their names in addition to our welcome video. Karen suggested introducing everyone that has been hired since Commencement (May, 2014) which will be between 30-40 new hires.

-Program Order: Joeleen will give a welcome and then introduce Laura Martin who will “welcome” the class of 2018.

-We will give a Staff Council update and follow it with the welcome video and intros of new employees.

-Pres. Kiss will talk about Summit followed by Beth Hackett who will continue describing Summit.

-A Q&A session will follow and then lunch will be served.

Duke and Calvin are working on a few more video snippets for the welcome video, and then it will be complete. It will be 4-5 minutes in length.

Aramark is graciously providing the BBQ lunch for free. Lunch will be served on the Presser Quad (rain plan: Upper Evans). **Staff Council will provide cotton candy and snow cones.** Campbell tours will run throughout lunch.

Karen brought up two more items that will likely be discussed at the Community Forum:

1. **In January, 2015, the campus will go smoke-free.** The Wellness Program is offering faculty/staff a \$200 “stipend” to assist with cessation. All forms of tobacco will be banned, including e-cigarettes. They are still working on the physical campus boundaries that will cover no-smoke zones. The policy was drafted by the office of sustainability.

2. **Due to the new Carry Law in Georgia, all faculty and staff will need to sign the campus gun policy.** Emily suggested printing out a list with everyone’s name on it and collecting signatures this way instead of each employee printing the document out individually.

The Wellness Program received good feedback from the survey sent out this summer, and they will continue to offer many of the programs from 2013-14 (zumba, yoga, Will Power Fitness, etc.). Karen is always open to suggestions for programming.

Joeleen wants to ensure all new employees sign the Snap Fitness waiver and will send Karen the link for the online form.

Aimee suggested creating a **Facebook page for Staff Council** where we could post event details, upcoming meetings, the SC bylaws, and pertinent articles. Beth will ask Laura to setup a page.

We are still going to push for a separate faculty/staff *Irvine* in the fall. Hopefully this will increase the number of people that read the newsletter.

At the Community Forum, we will explain that there are no elections this year for Staff Council. The group that has been meeting over the summer will continue on as the Staff Council Task Force for one year, and meetings will be open to anyone on staff. If we need to discuss confidential matters, an executive meeting will be called. Meetings will occur on the first Wednesday of every month from 9:30 – 10:30am. Our next meeting is Wednesday, August 6.

- Karen is going to ask the Officers if this can be a casual dress day.
- All of SC will sit together and possibly wear matching shirts.
- We will have Laura demo the Facebook page.
- Joeleen will say the following about SC: why we need Staff Council, who the members are this year, what we've done over the summer, and goals for the year.

Happy Hour: Our next Happy Hour will be Thursday, August 14 at 3:00pm.

- Karen will ask the Officers to approve the event and if this too can be a casual dress day.
- Emily is going to book the Rebekah porch and will get the event in *The Irvine*. Aimee is going to send her the info used for the last happy hour. We will need two tables and trash and recycling cans. Emily is going to talk to Susan Kidd about recycling signs. She will also check on the SC budget.
- Joeleen will bring drinks (purchasing Blue Moon or Sweetwater 420), sound system and games.
- Whitney will order pizza; Ali is going to send the info from our last order.

Whitney suggested creating a SCTF contact sheet.

The meeting adjourned at 3:20pm.

**Staff Council Task Force Minutes
DOC Conference Room
August 6, 2014**

The meeting was called to order at 9:35am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Beth Blackwell, Whitney Brown, Ali Carter, Karen Gilbert, Drew Homa, and Emily Kandetzki

The Facebook page and closed Facebook group for Staff Council have been created. Please invite people to like the Page.

- Minutes will be posted to both Moodle and the Facebook page.
- Karen noted that we just need to be clear about Executive Session Procedures. It was decided that **no minutes will be taken in Executive meetings** (this is what the Board of Trustees does). **Drew will add this to the bylaws under “Meetings & Procedures.”**

Community Forum: Karen pulled the new employee list, and we have approximately 30 new folks that will be introduced on Thursday, August 7.

- Whitney is bringing ropes from Presser to block off an area for new employees to sit.

Drew suggested sending out updated work charts for each division as new positions/promotions for current employees will not be announced at the Community Forum. This could also be posted on Facebook and in *The Irvine*.

Community Forum Program Order:

- Welcome from Joeleen
- Calvin’s video (Joeleen will send this to SC prior to the CF)
- New Employee Introductions—Joeleen will send Karen a list of the new Athletics hires
 - Joeleen will do Pocket Promotions throughout the introductions
- Laura Martin will introduce the class of 2018
- Joeleen will give a Staff Council (Task Force) update
 - Who we are—direct folks to Moodle for the formal description of SC
 - Each SC member will introduce him/herself: name, department, how long you’ve been at ASC**
 - Drew will explain what SC has done this summer—make sure to acknowledge that our work is in response to the spring ’14 full staff meeting; also note that we are co-hosting the CF
 - What have we done?: updated bylaws, happy hour
 - Joeleen will explain that our three points of focus this year are communication, community building, social interaction opportunities; she will give examples for each initiative

At the CF lunch/BBQ, Ali volunteered to assist with sno cones and Alexa will be making cotton candy. Everyone is willing to help!

As better communication was discussed, it was suggested that Staff Council do hidden giveaways in *The Irvine* from time to time to help increase readership.

Emily is still working with Demetrice to firm up a location for the August 14 happy hour.

Beth will start the “Getting to Know You” emails in the next week or two. A sample of these emails was sent out to SC at the end of July. These will only be sent to staff members. Ali suggested adding a line that says “To welcome Jane Doe, click here” and link it to her/his email address. Karen will send Beth the new employee list.

Monthly Staff Council Events:

-1st Friday: TGIF following the faculty meeting—co-sponsor with the Center for Student Engagement

-2nd Wednesday: Meeting (possibly at 10:30) followed by lunch

-3rd Thursday: Happy Hour

-4th Tuesday: Tennis Clinic

Whitney will send out a Doodle grid to help solidify a meeting time that works best for everyone. All agreed that we need to have 90 minute meetings.

August 14 Happy Hour:

-Beth will bring name tags

-Joeleen is going to ask Three Taverns Brewery if they would like to co-sponsor Happy Hour this year

-Beth suggested coordinating a tasting at 3 Taverns

Karen will email staff about dressing casual on Thursday, August 7.

Staff Council will all sit together at the CF. Wear a purple shirt—Joeleen has several in athletics if you need one.

Emily told the group that the Green Team wants to co-sponsor an event with Staff Council this year. Details to come. The co-chairs of Green Team are Emily and Martha Ille. Joeleen will encourage someone from Athletics to join.

The meeting adjourned at 10:40am.

**Staff Council Task Force Minutes
DOC Conference Room
September 10, 2014**

The meeting was called to order at 9:35am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Beth Blackwell, Rebecca Boyd, Whitney Brown, Drew Homa, Lea Ann Hudson, and Emily Kandetzki.

Last Friday's Happy Hour was a success although it had a lower turnout than past events. 30-40 people attended, approximately 10 of which were faculty. **Lea Ann suggested Joeleen speak with Tim Blankenship to find ways to allow hourly staff to participate in happy hour and other events;** the custodial staff gets off at 1:30pm. **We need to increase our promotion for these events:**

-include event in the Irvine (Joeleen might approach Kay Torrance about a separate faculty/staff Irvine)
-promote individually to your department or division

Several enjoyed having the event inside although the mood seemed to be less fun/casual. Faculty meetings are moving back to Teasley so it might be nice to keep future happy hours in Baker Atrium.

Lea Ann spoke about Board of Trustees liaison needs. The following was decided

SPAC: Joeleen Akin (attend SPAC meetings and give a staff update at the Oct. & May Board meetings)

Financial Planning Sub-Committee: Emily Kandetzki, Whitney Brown

The current BoT committees and staff representatives need to be revisited as some new replacements. The committees are:

Academic Affairs: vacant

Audit: Brandi Wilkes (on maternity leave) attended 1 meeting

Buildings & Grounds: Martha Ille (1 year)

College Advancement: Joeleen Akin (1 year, stepping down)

Enrollment Planning: Erica Hardy (1 year)

Faith & Learning: Kimberly Knight (less than a year, just added staff rep to committee)

Finance: Rebecca Boyd (2 years, switching to Investment)

Investment: Sue Griffith (2 years)

Student Life: Ginger Massey (2 years)

Drew will check to see who wants to continue in their position. Lea Ann suggested new committee reps take on a 2-3 year term at most so that all staff have a chance to serve, if so desired. There is a new committee representative orientation scheduled for Thursday, October 9 at 1pm. Keep in mind, staff reps. have a voice but no vote. **We will send Lea Ann our staff recommendations no later than Friday, September 19.**

Meeting Times: Due to the amount of work we are trying to tackle, there is a need for 2 meetings per month. We will meet on the 1st and 3rd Thursdays of each month from 10:30-12pm and follow with lunch in Evans. The next meeting is scheduled for Thursday, September 18; Whitney will send out a reminder as soon as we secure a space.

J.D. sent an inquiry asking if Beth/Staff Council would like to include "Getting to Know You" in the Irvine. Much discussion occurred, but a conclusion was not met so we will continue to discuss this at the next SC meeting. The next one will go out via the Staff Council email address (password: BadBeer!). Laura has agreed to check this account daily.

Joeleen noted that Staff Council is “sponsoring” Wednesday morning yoga, and she will add this to the Irvine announcement. We aren’t able to pay staff members for contract work outside of their job descriptions; Joeleen is going to try to meet with the VPs to see if we can change this policy.

Duke sent in four social event ideas (discussion/comments from meeting in bold):

1. Chris Depree has offered to do an observatory / planetarium event, I'm waiting to hear back from him on the dates that would work for his schedule. **Hourly staff has a 15 minute break from 10-10:15; Rebecca is checking with Tim Blankenship to see if they can extend their break from 10-10:30 for this event. The event could run 9:30-10:30 with mingling/coffee/doughnuts from 9:30-10 and the planetarium show at 10am. Laura is willing to pick up coffee and doughnuts.**

2. I spoke with Gayatri Sethi about doing an event centered around Global Learning. She and Beth Hackett are getting ready to move into McCain G37. So I was thinking that we could do a "coffee and doughnuts" kind of thing in that space after they get settled. **We will discuss this event at the next meeting.**

3. We have about 40 or 50 older computers that we would like to give staff first dibs on buying for \$25. They still have a few years of life in them. So we were thinking to have some sort of event through SC around this too? **Whitney suggested contacting Mel Ramsey to see if Facilities is planning to have a “yard sale” of furniture anytime soon so that we could partner-up; all agreed this might be more work than we can handle. If nothing is planned, then we’ll just hold the computer sale and advertise in the Irvine.**

4. Holiday Party - I would like to offer up my house for an official SC holiday party. But I'm going to need lots of help with the planning and logistics. Do you think this would be something we could sponsor? **All suggested we hold the party the afternoon of the Holiday lunch as Pres. Kiss typically releases everyone early. Joeleen will look into using the Scottie Bus for transportation in addition to folks carpooling. We will continue discussing this at the next meeting Duke is able to attend.**

Drew ran through a list of faculty committees and asked if we felt any needed a staff representative. Whitney and Joeleen both attend the full monthly faculty meeting. There is staff representation on Sustainability, Green Revolving Fund, Arboretum Committee and the Summit Advisory Group (SAG). **It was decided that we will reserve 30 minutes of one meeting per month for a committee update.** Whitney and Drew will coordinate these updates.

Laura is making a staff council email contact list (#StaffCouncil).

The Green Team wants to partner with Staff Council to reduce paper use campus-wide. Emily will send out reports of usage over the last few years. For future meetings, instead of paper agendas, we will project the agenda; this means all agenda items must be submitted in a timely fashion!

Laura urged everyone to clean up their files on the W drive as we are moving the drive to a new server.

At our next meeting, we will find an October date for an All-Staff Meeting.

The meeting adjourned at 11:30am.

Staff Council Task Force Minutes
IT Conference Room
September 18, 2014

The meeting was called to order at 9:45am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Rebecca Boyd, Whitney Brown, Ali Carter, Karen Gilbert and Duke Miller.

Parking for staff/faculty was discussed. All agreed that we should approach John Hegman and Chief Hope about opening the Rebekah parking lot now that the Presser lot is open to students. Joeleen is going to send a proposal via email to Chief Hope. Karen has already spoken with John.

Social Events:

-Duke is waiting to hear back from Chris DePree on a date. Laura will pick up 6 dozen donuts and 3 coffee carafes. Tim is allowing the hourly facilities staff to stay the event from 10-10:30. We will aim for an October date for this event.

-For the event featuring Gayatri Sethi, we hope to make the staff aware of the new global initiatives on campus. They are taking over the old CWS space. We can run a slide show and have intros from the new staff members for Summit. This event will hopefully take place in November.

-Computer sale: we might be able to combine this with the global initiatives event. Laura and Duke will check with Neta to see if they can wait until November to sell. Laura noted that although they're only selling the computer towers with nothing on them, you can purchase Microsoft Office via www.varsitybuys.com for only \$20. ITS will provide a print-out of how to do this.

-Holiday Party: Duke has a tent and fire pit that he'll set up in his backyard for this event. Food & drinks will be inside. Party date is December 17, following the President's holiday lunch. There is plenty of street parking. If it rains, we may need to postpone the event, as it will be outdoors. Ali volunteered to assist with the planning of this event.

Joeleen suggested bringing back Financial Peace University in January. The Wellness Program might be able to subsidize it.

We will try to include the Staff Council Google calendar in the *Irvine*. Laura is going to contact Julia Lutgendorf about this, and Whitney will add our events to the calendar.

Joeleen is meeting with J.D. Fite and Kay Torrance about *The Irvine* and how we can improve readership. She is going to see if Duke can attend the meeting as well.

Tennis Tuesday is moving to Tuesday, September 30 from 5-6pm this month.

We are investigating the pricing for Yoga. It was free over the summer but now costs \$5, a nominal fee. It meets Wednesdays at 7am. Zumba cost \$5 as well and meets M/W at 4:30pm and Friday at 7:30am. Karen noted that if students show up to these classes and want to pay, we do not turn them away.

We will hold an all staff meeting on Tuesday, October 21 at 10am and serve coffee and donuts. We plan to include it in *The Irvine* as soon as the space is reserved. Whitney is reserving Lower Evans. Assuming the other dates are set, we can advertise the upcoming SC sponsored social events.

Whitney asked if we should keep the staff lunch after our SC meetings. We will survey staff members at the Oct. 21 meeting to see if there is any interest.

Our next Happy Hour is Friday, October 3 at 3:30pm. Joeleen and Whitney cannot setup due to the faculty meeting, so Laura volunteered to do so. We will hold it in the "ITS Biergarten" (plaza outside of ITS and Lower Evans). We will have a cooler of lemonade and a cooler of ice water as well as pizza. We may need to look into changing the food at the next Happy Hour. Laura will put together an announcement and RSVP form for *the Irvine*. Athletics will bring over the drinks.

Discussion items for the All Staff Meeting:

- Mention the staff council email address

- Reiterate that this year is simply a task force, year of transition; what's next? Who will take over?

- Discuss the tobacco-free program on campus: the Wellness Program has stocked up products such as Nicorette and the patch to assist faculty/staff members with quitting. Juanita in the wellness center is looking into getting a smoking cessation certification. Bobby Surillo is willing to be a support person for staff/faculty members as they quit. The EAP is also a resource. Karen is going to ask a few staff members that are former smokers if they would be willing to share their story of quitting.

Whitney asked if we could offer training to staff members who act as unofficial counselors to students.

All agreed this was a good idea, especially as we grow the student body. It was also noted that we need to work with Kijua to offer Title IX training again as we have many new staff members this year. Staff Council will sponsor.

The meeting adjourned at 11:30am.

Staff Council Task Force Minutes
IT Conference Room
October 2, 2014

The meeting was called to order at 10am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Beth Blackwell, Rebecca Boyd, Whitney Brown, Ali Carter, Karen Gilbert, Kathleen Head, Drew Homa, and Emily Kandetzki.

Observatory event: Chris DePree suggested October 20. We'll look for a different date that is closer to Halloween so that we don't conflict with the All Staff Meeting on Oct. 21.

All Staff Meeting agenda (Tuesday, October 21):

- Tobacco-free campus (Karen will lead this topic)
- Flu Shots available at the meeting—Joeleen is going to ask if the Wellness Center wants to move their event from Lower Evans over to Rebekah. Cost is \$5 cash or check
- Staff Council Lunch will happen the first Thursday/first meeting of each month. We will announce this in the Irvine.
- If we have dates set, we'll announce upcoming events.
- Laura and Karen will pickup coffee and donuts for the meeting.

Happy Hour 3:30-5pm on Friday, October 3

-Rain plan is Lower Evans which is where the faculty meeting is being held.
-Only 30 RSVPs as of now; Laura will send out a reminder to the campus re: the rain location. We will also remind folks to wear their nametags. We might need to reword the announcement so that folks know to RSVP even if they aren't going to eat pizza. We need to provide a gluten-free option. Beth will order pizza and pickup the wine. Joeleen will pick up corn chips, queso and more beer. It was suggested we take any leftovers to Public Safety as they're here round-the-clock. Emily, Laura and the ITS staff will assist with setup.

Laura is going to check with Neta and Duke on the computer sale timeline and will report back to SC at our next meeting. Chris DePree wants to sell old telescopes, and Athletics would like to hold a yard sale. Perhaps we can fold these together with the computer sale.

Laura suggested we hold a Halloween party and/or costume contest. Halloween is on a Friday this year.

Joeleen went through a list of accomplishments for Staff Council since the beginning of the semester. Beth noted that there are 10 people signed up for yoga currently, and Karen said there is a large group enrolled in Weight Watchers at Work.

Drew will work to coordinate having the Board of Trustees liaisons attend the first November meeting.

Whitney will write up a blurb for the Irvine alerting staff members that they can contact Staff Council with questions/concerns via the SC email account.

Karen suggested having one Staff Council meeting where we invite all new employees to help us get to know them.

On Tuesday, October 14, the Wellness Program is doing a short Breast Cancer Awareness walk and will also have a speaker at the event.

Promise Awards: Karen asked if we can help promote nomination submissions. She will go ahead and prepare the application form so that we can present it at the Oct. 21 Staff Meeting. The Promise Award Categories are:

Hourly Staff

Administrative Staff

Manager/Supervisor

Overall Customer Service

Breaking Down Silos

We will reiterate that long applications are unnecessary. There was discussion about creating another category for Program Directors that don't have a staff under them. It was decided these folks were still eligible for the "Manager/Supervisor" award. It is possible to have co-winners as well.

The group discussed making the two days between the Christmas break and New Years bonus days. Karen explained the officers' logic regarding how the days off were selected (would rather give staff more time off prior to Christmas). We are given 5 days at Christmas every year. We might be able to request having all of December 31 off as it is currently a half-day. Karen will pull together calendars from the last five years and send them out to SC. We'll discuss this more at the next SC meeting.

Whitney is adding all of our meetings to the Staff Council calendar and will email the group when everything is updated. Please add these correct dates/times to your personal calendar. (Simply click "copy to calendar" when you select the event).

The next meeting needs to move due to Fall Break. Whitney will send out a Doodle form to reschedule. Dates suggested were Oct. 13, 14, 15, 20.

The Marketing & PR Office is working on a smoke-free campus video campaign and exploring ways to keep students well informed.

Kay Torrance wants to work on revamping the Irvine, making it more reader friendly. SC wants to find out if there's either a way to make a portal showing the day's events or if the "calendar of the day" could become everyone's homepage.

Karen is going to send out the new Weapons Acknowledgement statement via a Google Form next week. All employees are required to sign this form.

For the October 21 Staff Meeting, Joeleen has arranged to have the SNAP Fitness owner attend. He'll talk about programs the gym offers and is working on giving Staff Council members 24/7 access. We might be able to do a few giveaways as well.

The meeting adjourned at 11:08am.

Staff Council Task Force Minutes
DOC Conference Room
October 15, 2014

The meeting was called to order at 2:05 pm by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Beth Blackwell, Rebecca Boyd, Whitney Brown, Karen Gilbert, Kathleen Head, Drew Homa, Emily Kandetzki, and Duke Miller.

Observatory Event: All agreed that November 10 at 10:00am was the best date; Duke is confirming the date with Chris DePree. We will make an announcement/reminder at the November 7 Happy Hour and will send out an early morning reminder the day-of the event. Laura and Karen will bring 5 dozen donuts and 3 brew boxes of coffee to the event. We are checking to see if Chris would like to sell telescopes at this event. Laura and Beth agreed to promote the event to the campus.

Staff Meeting Agenda:

- Karen will create a power point for the soon-to-launch tobacco-free campus. She is working on getting the Wellness Center to assist with faculty/staff/student cessation.
- Joeleen is checking with Marcia Peters on flu shots being available at the meeting.
- We will also announce that the 1st Thursday of each month at 11:30am is Staff Council lunch day—a time for staff to voice concerns and get to know SC.
- Leave space at the end for Q&A.
- Promise Awards: Karen is updating the forms and might use Google Forms for submission. She will include a description of each award on the form and in her presentation at the meeting.
- Give an update on SC accomplishments so far this year.
- Remind staff members about monthly events

The last SC lunch had 4 people attend. Scott Larimore asked if there was a no-dog policy on campus. City of Decatur wanted to host an event involving the book “Because of Winn-Dixie” which is the common read book for elementary/middle school students. We will have him check the policy with Demetrice. Emily is going to check with Scott to see if his friends at Wild Heaven Brewery are still interested in sponsoring Happy Hour.

Happy Hour will only occur once a month on the 1st Friday. The next faculty meeting is in Teasley, so Whitney will reserve Baker Atrium and the Science quad for Happy Hour on Friday, November 7.

Time Sheets: We can't use ASCAgnes to submit time sheets because it only does semi-monthly payroll. Duke and Karen will look into using Google Forms for time sheets; we just need to figure out how supervisors would approve the form.

Pay Raises: The endowment draw for Summit is three years, but the letter everyone received about current pay raises notes a consistent raise for each of the next 5 years. We might need to discuss this at the All Staff meeting.

Computer Sale: Laura and Duke are still waiting on the go-ahead from Neta.

Halloween Party: we will not host a Halloween party this year but will encourage folks to dress up at work on Friday, October 31. Laura will put a note in the *Irvine*.

Laura is purchasing Halloween-themed donuts for the staff meeting, Beth is purchasing candy, and Whitney will bring a cauldron for the candy. We will encourage folks to bring their own mugs to the

meeting so that we are more sustainable. Laura and Karen will purchase 6 dozen donuts and 4 brew boxes.

The Board of Trustees liaisons are set, and Drew will ask them to attend the next SC meeting on Thursday, October 30.

Karen is resending the last few years of holiday calendars to SC members. We will discuss additional days off near the holidays at our next meeting.

Joeleen is confirming that Michael Chapman from SNAP Fitness is able to attend the staff meeting on October 21. Karen will talk about the wellness program offerings as well.

Joeleen discussed athletic facilities (track, tennis courts, etc) memberships for non-ASC community members. All agreed that athletics is not appropriately funded and staffed for heavy use by the Decatur community. Emily is looking into how McCain Library serves the Decatur community.

Doggie Daycare: All agreed that this was a larger task than we can currently handle. Whitney is going to look into how Emory has been able to garner discounts at various Decatur businesses. Kathleen suggested making a list available of businesses that currently offer an Agnes Scott or educator discount in the Decatur/Atlanta area.

Duke suggested discussing staff development and Lynda.com at the next meeting. We could have Neta briefly discuss Lynda.com at the All Staff meeting. An email reminder needs to go out encouraging folks to activate their FREE Lynda.com accounts; about 50% of the campus has signed-up already. Emily suggested generating a webpage on the HR website with a list of benefits—paid and free—for staff and faculty.

The meeting adjourned at 3:13 pm.

Staff Council Task Force Minutes
ITS Conference Room
October 30, 2014

The meeting was called to order at 10:00 am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Beth Blackwell, Whitney Brown, Ali Carter, Drew Homa, and Emily Kandetzki. Board of Trustees (BoT) liaisons in attendance were Vaishakhi Desai, Kimberly Knight, Ginger Massey, and Beth Vansant.

The all staff meeting went well. Joeleen recommend we no longer send #staff or #faculty emails as we were promoting the *Irvine*. She will talk to Kay about “Getting to Know You” emails as they are only meant for staff members to read.

Vaishakhi Desai attended the Academic Affairs committee meeting of the BoT. Discussion items included what goals to assess with Summit and how to bring in assessment beginning in spring 2015, Summit global learning outcomes, and the Career Development director search which will begin this academic year. They plan to better connect student career planning with Alumnae Relations. Kijua and Gayatri both presented at the BoT meeting. All Academic Affairs committee members like the idea of Summit but had questions about how Transfer students will fit into this model. Beth B. added that the BoT asked Prof. Lara Denis how the faculty feel about Summit—she noted there was some initial concern about the Summit advisors for first-year students instead of a faculty advisor, but now faculty are getting excited. Machamma emphasized wanting to be a team player in Summit.

Ginger Massey attended the Student Life committee meeting of the BoT. Three students attended to talk about their on-campus leadership experiences. Two gave very positive feedback, but the third had mixed feelings. She felt student organizations weren’t allotted appropriate amounts of money for the year. The BoT tried to pump this student up and give her advice on her current concerns and how this translates to the real world. The group also received an update on the athletics feasibility study from the May 8, 2014 meeting; costs are still being assessed.

A discussion on Summit ensued, and Kimberly Knight reminded the group that Summit is merely a way to package things we already do well at Agnes Scott.

Beth Vansant attended the Finance Committee meeting of the BoT. We currently have a 6-year plan for Summit. The group discussed the realistic sustainability of Summit after 6-years when the endowment draw is reduced. The endowment draw is actually lower than it has been in years past, but due to special draws on top of our annual draw it appears higher. The budget for Summit \$35 million over 6 years, with \$20M allotted for the first three years. There are 3 new faculty hires projected for 2015-16 and 6 new hires projected for the current academic year. There is an overall push for fewer adjunct professors.

Kimberly Knight attended the Faith and Learning Committee meeting of the BoT. The Covenant between the PCUSA and Agnes Scott is complete (renewed) and is soon-to-be published on the ASC website. The Faith & Learning lecture for 2015 is still up in the air; they are waiting for the speaker to confirm a date. A Compassionate Campus initiative is in the works. Chaplain Kate is also working on a 2015 trip to the Parlor of Worship in Utah. Kate began a new interdenominational worship service every other Sunday evening this semester. She is looking to add in more student participation through students, readers, etc. The student in the meeting voiced a concern about Christian groups not being appropriately promoted through COSMO. COSMO covers underrepresented groups (faith, race/ethnicity); Christianity happens to be the majority on campus and therefore isn’t covered by COSMO. It was also noted that staff promotion can’t just be Kate as Chaplain. There needs to be additional support on campus.

Additional thoughts on the all staff meeting:

We should post the Power Points and notes from the meeting on Facebook and in Moodle. Once this is set, we'll let folks know via the *Irvine*. Kimberly is working on a Faculty/Staff tab for the homepage which would house these sorts of materials. In the past, Staff meetings haven't been so agenda driven, but this seemed to work just fine. There were not many questions.

Only 6 people have signed up for Tennis Thursday. How can we better promote this free offering?

Happy Hour: Laura is putting a note in the Irvine about the Friday, November 7 Happy Hour. Joeleen will be out of town but is going to move all needed materials over to the BSC prior to her departure. Emily is going to buy beer and Joeleen will send her an inventory of what we have in stock. Laura is checking with Scott Larimore on his connection at Wild Heaven Brewery to see if they'd like to sponsor happy hours in the future.

There is no date yet for the Observatory event.

Athletics is holding a yard sale on Wednesday, November 5.

We will discuss the holiday party at the next meeting with Duke.

SC reviewed the holiday calendars from the last 5 years. This is the first time in 5 years without consecutive days off for Christmas and New Year's. Drew suggested we work Dec. 22-23 and take Dec. 29-30 off. We will see if Karen is willing to ask the Officers about this change.

Joeleen gave a recap of the BoT general body meeting. Doug Fantz, the SGA President and Joeleen each spoke. All are worried about Summit. Joeleen noted that we have hired 70+ new employees (faculty and staff) since June, 2014. Clyde Tuggle suggested spending time with Staff Council at the next BoT meeting (spring).

Emily is going to send out a budget update to SC.

Whitney is going to work on rescheduling the Thanksgiving Day and Christmas day meetings.

The meeting adjourned at 11:10am.

Staff Council Task Force Minutes
ITS Conference Room
Thursday, November 13, 2014

The meeting was called to order at 10:00 am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Whitney Brown, Karen Gilbert, Kathleen Head, and Duke Miller. Susan Dougherty, Manger of Faculty Services, also attended.

Susan presented a concern to SC regarding the Summit first-year travel courses. She presented a document detailing plans as of now for these courses, compensation for faculty, etc. (on file). Faculty will be paid \$2500 to go on these trips if the trip is considered an overload. Staff members are not currently slated to be compensated, but we need to remind the Summit coordinators that staff time is valuable too. Each trip will have 1 faculty member, 1 staff member and 1 on-site travel guide. The staff member will be embedded in the course—isn't this considered an overload? Determining an overload is tricky due to expectations of each person's job, i.e. travels for someone in the Office of International Education, for example, and would not be an overload. It was suggested that a \$500 staff stipend and perhaps extra vacation time would be enough compensation. Exempt staff doesn't get additional compensation or overtime under any circumstances. Karen noted that a few other institutions do pay exempt staff for work outside their job descriptions, and we may consider doing this. Susan mentioned that there is a non-exempt staff member slated to go on one of the January 2015 trips. Karen is going to discuss this further with Susan. Karen and Joeleen agreed to tackle this issue. We first need to define what "outside your job" means. It was suggested that we establish a Professional Development Policy for staff. Karen is going to discuss our concerns with John Hegman, and we'll go from there.

Laura asked about offering water aerobics to staff. Joeleen will look into holding this once a week. She also told SC that she was able to arrange a free annual membership to SNAP Fitness for anyone on SC. The membership will end when your term ends.

SC suggestion to modify the 2014-15 holiday calendar was approved. Karen asked that we offer suggestions for the 2015-16 holiday calendar as well. She begins planning in February.

The Observatory event is set. It is currently being advertised in *The Irvine*. Laura will pick up 4 dozen glazed doughnuts and Joeleen is going to brew coffee in Woodruff. Whitney will bring condiments and extra cups. If you have time, please email your department about this event.

Duke needs help planning the December 17 holiday party. He'll assign each of us tasks. We need to decide on food and drinks. People are welcome to bring a guest. Laura will make an RSVP link, and Ali agreed to assist with planning.

Duke suggested holding an end of year party in May. He can host this as well.

Happy Hour: November was very successful. A large number of faculty came after the faculty meeting. We now have 2 Coke coolers for beverages. It was suggested we order more cheese bread and less pizza.

Gayatri's Summit chat is set for December 11 from 10-11am in Rebekah Woltz. Gayatri and Beth will have informal conversation. We will collect questions from staff prior to the event. It was also suggested we show the 4 videos about Summit (Joeleen will check with Communications). We could also discuss compensation for staff members. Whitney will write a blurb and send it to Laura for *The Irvine*.

Joeleen talked to Kay about the "Getting to Know You" emails, and for now we will continue to send them out to only staff members from the SC email account.

Kate Colussy-Estes offered to arrange having her brother bring in his hawk for the next Happy Hour. He could discuss birds of prey, etc. All agreed we should postpone this until the spring; Whitney will let Kate know.

Emily asked Whitney to mention including the Green Team on our next all staff meeting agenda. She would like to discuss campus-wide paper use and ways we can reduce.

Karen noted that the Wellness Program is going to start profiling faculty and staff accomplishments in The Irvine or their newsletter.

The meeting adjourned at 11:00am.

Staff Council Task Force Minutes
ITS Conference Room
Thursday, December 4, 2014

The meeting was called to order at 10:00 am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Beth Blackwell, Rebecca Boyd, Whitney Brown, Ali Carter, Karen Gilbert, Emily Kandetzki, and Duke Miller.

Emily mentioned that a staff member asked about staff council lunch. All agreed we should organize a lunch for January and we will announce this at the December 11 event with Gayatri.

Laura is going to look into a Google/Gmail refresher course for faculty and staff. It's been almost a year since we switched to Gmail, and we have many new staff/faculty members.

Happy Hour: Our next Happy Hour is Friday, December 5. A huge "Thank You" to Ali for creating a tasks spreadsheet for our upcoming happy hours; note that there are tabs for each month so you are welcome to sign-up for a task in advance. Beth will bring wine cups and 12-packs of coke, diet coke, coke zero and sprite. Joeleen is considering picking up a growler or two and a 12-pack of Bud Light. She will also provide table clothes, a water cooler and ice from athletics. Laura is purchasing a bottle opener for the wine. Ali is ordering pizza—only cheesy bread and crazy bread (breadsticks) this time. Emily will bring chips and salsa. She has also booked Baker Atrium through May for happy hour. Please send an email reminder to your division about the event.

Emily noted that we have \$758 left in our budget for the year.

Fireside Chat with Gayatri Sethi and Beth Hackett: We will play the Yule Log (youtube) in the background. The Irvine announcement has asked for folks to send in questions prior to the event—so far we have 1 question. The group came up with a few more questions:

- What is Summit? (Need to know more than the elevator speech)
- How does Summit affect my job?
- What has changed since the all staff meeting?
- How will you keep staff updated on Summit changes?
- How will the 2-week "spring break" affect staff and students? (Joeleen noted that this does not work for student athletes)

In addition to Q&A, we will show the four "myths about Summit" videos that were sent to students. Julia sent the links to Joeleen. Whitney and Beth will update the Irvine announcement reminding folks to send in questions and asking them to bring their own coffee mugs. Emily is ordering coffee for 60 from Pete. Ali will pick up pre-sliced bagels (2 dozen), and Laura will pick up doughnuts (2 dozen). Rebecca is going to confirm with Tim Blankenship that the Facilities staff members are able to attend.

We will talk about the 2015-16 holiday calendar at our January meeting. We also need to discuss elections.

Holiday Party at Duke's House (2662 Tupelo Street): Karen will give Staff Council \$500 from the Wellness Program if we don't win the Breaking Down Silos award. This event is only open to staff members and their guests. Whitney or Laura will create an RSVP link. We'll run the party from 2-5pm. Duke has a tent and Scott Larimore is bringing one as well. Duke also has a fireplace. He and Ali will purchase snacks, plates, napkins, cups, and plasticware from Costco for the party. Beth will go over early on Wednesday, Dec. 17 to help setup. Laura, Rebecca, Ali, and Whitney volunteered to help move items over and begin setup Tuesday after work. Joeleen will bring coolers and ice—she suggested loading everything up in the Scottie bus to transport to Duke's. Beth will pickup wine, and (per email discussion following the meeting), Scott Larimore is providing us with a keg. We will get tables from Scott/Facilities. Everyone was asked to bring serving platters. Emily and Joeleen will arrange to have recycling bins available. Whitney is bringing the supplies for mulled wine. Joeleen will bring corn hole boards. Emily is willing to help clean-up—we need a few more volunteers to assist. Ali is going to make a spreadsheet of tasks for this event as well. We will encourage someone from public safety to attend as well.

Smoke Free Campus update: The Wellness Program is putting buckets of candy around campus with stickers promoting the January 1 deadline. So far, the main concern students have expressed is where they can safely smoke in the evening. The survey on going smoke-free has had a solid response.

The meeting adjourned at 11:10am.