

**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, January 8, 2015**

The meeting was called to order at 10:03 am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Beth Blackwell, Rebecca Boyd, Whitney Brown, Ali Carter, Drew Homa, Emily Kandetzki, and Duke Miller.

We will discuss the 2015 calendar at our next meeting with Karen.

Holiday party: great party, great turn out. We hope to do an end of year party as well.

Happy Hour: Friday, January 9. The event is moved to the Hub as no faculty are on campus. 35 people have signed up so far. Whitney suggested serving hot chocolate. Joeleen will send out a drink inventory and will bring board games. Please check the spreadsheet for tasks that still need to be assigned.

Hourly Staff Inclusion in events: Rebecca noted that 10am is when hourly staff takes a break. Beth suggested a Valentine's Day event (Feb. 6 or 13). We could have coffee, doughnuts, and chocolates. It was suggested we setup a "coffee shop" down in the Facilities furniture storage space. Rebecca will talk to Tim and see if he's willing to use the space for this activity. We could also host an event during the day over Spring Break. A St. Patrick's Day event was suggested for Tuesday, March 17. It was decided we will make the March 6 Happy Hour St. Patrick's Day themed and serve green mimosas.

Drew is going to talk to Lilli Harvey about faculty interest in hosting Happy Hours. Several faculty members have mentioned wanting to take on the cost of a happy hour.

On Friday, January 23, Staff Council members will go out for an after-work happy hour. We can put some of our Promise Award money towards this celebration.

Elections: Terms will start in July (or August for 10-month employees) and run through June of the following year. We will continue to meet in the summer to assist with the transition for any new members. All agreed we should hold elections in May starting the Monday of the week of Community Day (May 18-22) and will have computers available for voting in Evans on Community Day. Nominations will take place in April. We will hold an all staff meeting in April to get people excited about nominations and elections.

Beth suggested sending out a survey to staff asking if we need elections for staff council. We would explain that we have good momentum going and would like to keep the same group for 1 more year if staff members approve. Other question suggestions:

-What did you like this year? (Events, etc.) What did you dislike?

-What events, changes, etc. would you like to see next year?

Beth will write the questions, and Emily volunteered to make them into a Google form. We will send this out Monday, February 2.

Monthly vs. Semi-monthly payroll was discussed again. It would take purchasing a new (expensive) system to allow for semi-monthly payroll.

SC Goals for spring 2015:

- get every staff member's photo on OPD—it's an internal site so there's no reason to not post a photo
- Continue the discussion about staff compensation for Summit travel

Ali asked about Professional Development. How can we improve this on campus? We should use our resources on campus (physical and personnel). Joeleen suggested forming an ASC chapter of Toastmasters (public speaking).

Summit Travel: If we're not compensating staff, we shouldn't compensate faculty. Joeleen spoke with President Kiss about this concern. The discussion was tabled for a future meeting.

The meeting adjourned at 11:09am.

**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, January 22, 2015**

The meeting was called to order at 10:05 am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Beth Blackwell, Whitney Brown, Kathleen Head, Drew Homa, Karen Gilbert, Emily Kandetzki, and Duke Miller.

2015-16 calendar: Monday, July 6 is proposed as the 4<sup>th</sup> of July holiday. Fall Break will be Friday, October 9. Thanksgiving is November 26-27. The proposed winter holidays are December 23-January 1, 2016. Spring semester will start a week early than it has in the past to accommodate the two week break mid-spring semester.

Summit Travel: Karen and Emily reiterated that staff compensation is still up for discussion. Karen is going to discuss this with Kerry Pannell. Faculty compensation is also still being discussed for Summit travel. A discussion of staff members who teach, and the concept of exempt vs. non-exempt staff members followed. All agreed that we need to revisit staff compensation policies in general at the college.

Compensation: We can't track "comp time" officially because we legally are required to pay overtime to all non-exempt employees of the college. It is up to each manager/supervisor to use her or his own judgment for comp time for her or his supervisees.

All Staff Meeting: It was suggested we hold two all staff meetings this semester—one in February and one in April. Tuesday, February 10 at 10am was suggested for the first meeting. Neta will do a paper reduction presentation via the Green Team. If the survey can go out on Monday, January 26, we can cull through the results and present our findings at the February meeting. Robyn Dunn requested to give a capital campaign update. Laura will confirm that Neta can attend, and Joeleen will check with Robyn. Beth is bringing chocolates for the meeting and Laura will pick up coffee at Dunkin Donuts.

Survey suggestions: gather feedback on the tobacco-free campus initiative. Karen noted that DeKalb Medical is offering Fresh Start classes beginning February 1. Confirm that folks are aware we've gone tobacco-free. Also confirm that folks know how to contact Staff Council with questions and concerns. The draft will circulate for edits this week. We will discuss this semester's goals once we have the survey results.

Susan Kidd wants to give a tour of the solar panels on top of the parking deck. It was requested that we find out how ASC is actually benefitting from the solar panel installations. Karen suggested holding the tours in April at 10am to include all staff members.

Emily asked about a staff council webpage; the Facebook page didn't quite take on. Laura is contacting Kimberly Knight about this idea.

Professional Development: Kerry is interested in improving professional development on campus. How can we use each other's skills? Project Management would likely be a popular topic in respect to

Summit—Neta was suggested as someone to give this presentation. We will include a question about PD on the survey. We also still need a Google refresher. A summer series of “classes” was suggested as well as Lynda.com Lunch & Learns. We could have groups take a Lynda.com class together to encourage more use. We will also demo Lynda.com at the all staff meeting.

The meeting adjourned at 11:00 am.

**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, February 5, 2015**

The meeting was called to order at 10:05 am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Rebecca Boyd, Whitney Brown, Ali Carter, Kathleen Head, Drew Homa, Karen Gilbert, and Emily Kandetzki.

The all staff meeting will be held on Thursday, February 26 at 10am. Whitney will reserve Rebekah Woltz.

The group spent a significant amount of time reviewing the results of the staff survey. We had 63 respondents.

-We will look into starting a lunch time walking group. It would be offered daily with a different “leader” assigned to each day of the week. Beth Blackwell and Henry Eyer were suggested as potential leaders, and Ali volunteered to do one day a week (Mondays). Karen noted that the Wellness Program may be able to provide pedometers and that Wellness Program intern, Nastacia Pereira could coordinate the leaders.

-Laura will send the newly formatted Wellness Newsletter out via the Staff Council email account as it likely got lost in *the Irvine*.

It was suggested we ask for a Staff Council section of *the Irvine*.

The idea of a faculty-sponsored happy hour is still up in the air. Drew is checking with Lili Harvey about next steps and logistics.

Based on the survey responses, Ali suggested having Jenny Hughes give a talk on Positive Psychology. She is giving a talk on this topic to one of the local alumnae groups already and may be able to repackage it for staff members.

Professional Development came up as a priority in the survey. All agreed that we should start with the Lynda.com Lunch & Learns. Laura or Neta could run the initial “How to” session, and if we can reserve a space like Lower Evans (with large screens), then each attendee would not need a computer. Neta could also run a Project Management seminar. Laura will schedule a few Google Refresher courses. Laura will work with Neta to propose a few dates for these events.

At the next All Staff meeting, J.D. wants to premiere the Tobacco-Free video his office created.

A discussion of fun/art groups came next. We could put together an art workshop or revive the Knit Happens group on campus as we have many who crochet and/or knit. Laura is willing to teach a crochet class, and Emily volunteered to teach a knitting class. It was also suggested that we hold a class on making t-shirt quilts—Carol Kobayashi’s name was suggested as an instructor. An on-campus book club already exists but needs to be better promoted.

Emily reminded the group of her suggestion to attend a few on-campus events together. She suggested 1pm recital hours. Whitney suggested attending the Collegiate Chorale concert at Eddie's Attic—she is pulling details and will send to the group.

Off-campus social event suggestions included:

- Twain's at 4:30pm on Thursday, February 26 (child-friendly event) which could be announced at the all staff meeting
- the U-Joint in Oakhurst

Rebecca reported that Tim Blankenship approved the hourly staff attending our proposed March 17 St. Patrick's Day event at 10am.

Rebecca attended the Board of Trustees Investment Committee meeting and will report back at our next SC meeting.

Happy Hour is Friday, February 6.

- Joeleen is purchasing more beer; Scott Larimore may be donating more beer as well
- Beth has soda in her office
- Emily will pick up wine
- Ali is ordering cheese bread (6 pepperoni, 8 cheese, no sauce)
- Joeleen will also bring corn chips, and Emily will bring salsa

For the February 26 all staff meeting, Alexa Gaeta in admissions asked that we promote keeping the campus clean and picking up trash.

All agreed that Kate Colussy-Estes's idea of having her brother visit with his falcon/giving a talk on birds of prey would be better suited for students. Whitney will follow-up with her.

Kimberly Knight is making a Staff Council webpage. Suggested tabs were:

- People
- Events
- Comments Section
- Purpose (on the main page)
- Event Photos
- SC contact info (email address only)

Leah Owenby has an art show running at the Decatur Art Alliance through mid-March. Whitney suggested having her give a gallery talk and showcasing her work for any interested staff members. She will work with Leah to propose a few times. Joeleen suggested doing a staff council lunch prior to the talk.

The meeting adjourned at 11:00 am.

**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, February 19, 2015**

The meeting was called to order at 10:06 am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Laura Bishop, Rebecca Boyd, Whitney Brown, Ali Carter, Karen Gilbert, and Duke Miller.

Thursday, February 26: All Staff Meeting (Rebekah Woltz at 10am)

- Show the staff survey PowerPoint (Beth Blackwell will lead)
- Annual Fund update from Robyn Dunn
- Wellness Program update from Karen: lunch walks starting up, introduction of Nastacia (wellness program intern), and the e-newsletter
- Pick-up trash around campus skit: Ali suggested covering Woltz in "trash" before people walk in, then ask folks what they thought when they walked in to the meeting and encourage everyone to pick up trash on campus.
- Karen is checking on the status of the tobacco-free campus video with J.D.
- We'll announce the 4:30pm gathering at Twain's scheduled for February 26 as well.
- Neta will talk about sustainability (reducing paper use on campus) and give a Lynda.com reminder. We need to revisit the dates that Laura sent out to the group and schedule a session. All agreed March 4 or 11 at 10am would be good dates for a "how-to" session on Lynda.com. Karen might be able to do a Project Management seminar. Neta could lead the first session and then assign a leader from within the group. It was suggested we ask for a volunteer Project Management leader at the All Staff meeting.
- Google Refresher: Duke and Laura will check with Neta for a date/time.
- Any slides/presentations for the meeting should be sent to Laura Bishop.

Joeleen is going to ask Marketing/PR about a staff council section in the Irvine.

Joeleen is going to follow-up with Drew about faculty hosting a happy hour.

Art affinity groups: We need to follow-up with the leaders suggested at the last meeting. Could CAPS lead an art journaling session similar to what they're doing for students? Whitney is going to ask Amanda Lee Williams if she would be willing to lead an art journaling session as well.

March Happy Hour: We'll be back in Baker Atrium. March 6 at 4pm. We are also all set for the Tuesday, March 17 coffee hour in the Hub. This will begin at 10am.

Leah's art show: we need to pick a date and could also have staff council lunch together.

Whitney will update the Staff Council calendar with our next meetings and events as they are confirmed.

Send an email reminder to your division about the All Staff meeting. We will also email #staff from the SC email account. Laura is getting coffee (3 brew boxes) and doughnuts (4 dozen) from Krispy Kreme; Ali is getting granola bars. Joeleen will make the meeting agenda and send it out to SC for edits. When we review the survey results, we will discuss elections for 2015-16 and ask all interested staff members to contact a current SC member.

The GSAC Basketball tournament is February 27-March 1 on campus. Joeleen is going to ask Pres. Kiss if we could do an early dismissal on Friday, Feb. 27 so that staff can attend the 2pm game.

The meeting adjourned at 10:57 am.



**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, March 5, 2015**

The meeting was called to order at 10:10 am by Joeleen Akin, SC Chair. Attendees: Joeleen Akin, Beth Blackwell, Whitney Brown, Ali Carter, Karen Gilbert, Kathleen Head, and Duke Miller.

The All Staff meeting has been moved to Monday, March 16:

- Celebrate February/March birthdays (all voted this idea down)
- Put trash/crumpled paper around the room and observe who picks up the trash upon entering; they'll receive a prize; Emily and Kathleen will take down names.
- Beth is presenting on the survey
- Send all PowerPoint presentations to Laura; as a backup, Beth is willing to put together the slides. Ali created a Staff Council folder on the Google Drive
- For Professional Development slide, ask if anyone is willing to lead a seminar; Whitney will write down volunteers' names.
  - Neta has been working on a presentation for PD as well; she will not present this at the meeting
- Activities: remind everyone about the MWF fitness walks
- Off-campus activities suggestions will be taken
- We will discuss the process for election onto Staff Council and alert all to the number of open spots for 2015-16
- Karen and Nastacia will give a presentation on Wellness initiatives
- Neta and/or Laura will give a reminder about signing up for Lynda.com
- Ali will give reminders about the March 17 St. Patrick's Day event and April Happy Hour (April 10)

Duke led a discussion about Staff Council supporting a campus portal (online) as a solution, in part, to the Irvine. He is going to discuss this with Carol and Neta. The upfront cost is between \$100K - \$150K; there is also an annual fee.

Kathleen is going to ask Alexa or Laura Martin to give a 5 minute talk on what ASC is doing for Sweet Briar during the all staff meeting. This will follow the Clean Campus Campaign reminder.

We need to leave room for Q&A at the end of the staff meeting.

Elections: Ali read the elections section of the bylaws to the group.

- Elections should occur in April for transition purposes; SC should be in place by May.
- Summer planning meetings are needed; could be joint meetings with old and new SC members.
- All roles are currently 1 year terms; Karen suggested making the Chair at least a 2 year term.
- We will send out a survey to staff members asking for their approval on the election process:

As SC is currently a task force, we would like to leave the current members in place for an additional 1 year term. We will open three (or more) at-large positions. Staff members can submit nominations in March, and elections will follow in April. Anyone that is nominated for a position will need to get approval from her or his supervisor.

All agreed that the Bylaws for SC need to be finalized over the summer.

It was suggested that SC invite J.D. Fite to a meeting to discuss The Irvine. This suggestion was voted down.

Beth suggested targeted recruitment for at-large members on Staff Council. She is going to draft the email/survey about elections and will send it to all SC members for approval.

The meeting adjourned at 11:13 am.

**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, March 19, 2015**

The meeting was called to order at 10:10 am. Attendees: Beth Blackwell, Laura Bishop, Whitney Brown, Ali Carter, and Emily Kandetzki.

Coffee with President Kiss for staff was discussed. We'll hold a casual event in the Luchsinger Lounge (Alston) at 10am. Staff can come and go as they please. Laura is meeting with Lea Ann on Friday, March 20 and will suggest the following dates:

Thursday, May 28

Thursday, June 18

Thursday, July 23

After the April Happy Hour, we won't hold another until July, 2015. We need to wait on our new budget.

Issues with the Irvine: The format is not working well; how can we work around this? Could we suggest a 4pm deadline for event submission instead of 3pm? Things to note to Marketing/PR:

-Staff Council emails are only going to staff members. Whitney noted that when we first put Happy Hour in the Irvine, students were RSVPing despite the fact that it had a "staff" heading.

-Beth is going to calculate the number of #staff emails we've sent out from the SC account since January, 2015. Reminder, the password has changed to Candler550.

-Suggested Compromise: For all SC events, we will post information in The Irvine. We will cap ourselves at 2 email reminders to #staff only.

-All agreed it would be easier to go back to the old way (individual emails about events) and just delete what you're not interested in. It is easier to setup filters in Gmail.

-All are willing to discuss ideas and solutions with Marketing/PR if they are open to the conversation.

-Ali pointed out that the Faculty & Staff images in the Irvine email are just pictures and not actually linked to the Irvine site. It's confusing based on the rest of the links/layout of the Irvine.

Joeleen has put in a request to John Hegman for additional funds for SC in 2015-16.

Of the 14 SC nominees for 2015-16, five of them are from ITS. Neta will only let two of her staff participate; Beth contacted Neta to assist with sorting out this issue.

We need to complete our Bylaws, particularly the Elections section. It was suggested that a staff member should be on staff for at least 1 year before she or he is eligible to join SC.

We are unsure of how many spots are available on SC from members rotating off. Duke, Laura and Drew are definitely rotating off this year. This would leave at least 6 spots open. Assuming only half of the 14 nominees accept their nominations, Beth suggested we take all 7. Whitney noted that we would just need to send out the slate of officers for a vote and not have staff members vote on each individual person.

Emily was approached by another staff member about recruiting someone to be an ombudsman. This would not be a staff council position, but SC could support her or him. It was noted that in addition to not having a mediator for staff, it's also an issue that we don't actually complete 360 degree reviews. This person would need mediation training at minimum. Faculty has mediators so it seems logical that we would have a staff mediator as well. This person needs to serve for 4 years—3 years active and 1 year to train the next ombudsman. She or he would be expected to give a report to SC bi-annually. Susan Dougherty, Neta Counts, Jennifer Wells, Kelly Deasy, and Machamma Quinichett were all suggested. Emily is going to work on a proposal, and Whitney will assist as needed. Whitney is also going to research other institutions that use this model.

Laura asked if anyone else wants access to the SC Facebook page. No one in attendance needed access.

Ali suggested finding a video on Lynda.com for SC to watch/work through together. Laura found a Leadership Development video we may consider.

Staff offices are spread out across campus, and many people don't know staff in other divisions. Whitney suggested a SC sponsored campus tour.

Reminder: April Happy Hour will be in Rebekah Woltz on April 10.

The meeting adjourned at 11:10am.

**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, April 2, 2015**

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

The slate of new SC members for 2015-16 passed unanimously. We received 90+ responses.

New Members:

Tiffany Sadler

Henry Eyer

Shellee Fezatte

Kate Colussy-Estes

Robyn Dunn

Rolling Off:

Laura Bishop

Duke Miller

Drew Homa

Kathleen Head

Jennifer Prince will join next year. Beth is going to email new folks and invite them to our April 30 meeting. Laura will update the distribution list. Whitney suggested goal setting at the April 16 meeting. Emily reminded the group that we need to review and update our bylaws.

Retirement Match: was stated in 2011 that in 5 years, a plan to return to the 2:1 match would be released by the officers. As we approach the 5 year mark, staff are becoming anxious and need to know if we are on track for this plan. It was suggested that Karen pass along the message to John Hegman that staff members are curious for an update; Duke is willing to go with Karen for this conversation. We'll request a statement on the progress made, and a recommendation on when the officers might have time to revisit this issue.

Beth volunteered to coordinate coffee with President Kiss.

A discussion about Sweet Briar College and the article in the *Chronicle of Higher Education* followed.

Article: <http://chronicle.com/article/Sweet-Briar-s-Demise-Is-a/228231/>.

Duke asked if there was a way for his team and others on campus to find out how each office can assist with recruiting students.

Happy Hour is next Friday, April 10. The Wellness Program can cover the cost of a few healthy food options (veggie tray, pita chips & hummus, etc.). Henry volunteered to bring some of the Kick into Fit equipment out of the steam plant for use at Happy Hour. Ali and Emily will not be at Happy Hour. Whitney is bringing bug spray since we'll be outside.

Staff Council voted against holding a May happy hour and celebrating Doug Fantz, a suggestion sent in by Susan Dougherty. We are out of funds for events this year. A discussion about the end of the year party at Duke's house followed. All agreed it would be good to hold it after Community Day (May 21). May 29 was also suggested. Joeleen noted that President Kiss may be holding a Summit Celebration on May 1, open to the campus.

Whitney noted that she does not want to continue on as secretary for 2015-16 but does want to stay on SC. Robyn Dunn's name was suggested. We will ask for a volunteer at the April 30 meeting. It was suggested that SC have two secretaries to allow more flexibility in everyone's schedule.

Emily has done a bit of research on an ombudsman and will work on a proposal. Karen does not suggest using someone currently on staff; a neutral 3<sup>rd</sup> party would be useful. EAP may be able to offer this service—Emily will look into it. Several other colleges have mediators (Kennesaw State, Georgia State) that could be a resource. Once this is in place, we need to make sure staff knows this service is available. A discussion about ensuring all staff members felt they could participate in events without retaliation or frustration from a manager followed.

The meeting adjourned at 11:08am.

**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, April 16, 2015**

The meeting was called to order by SC Chair, Joeleen Akin at 10:09 am. Attendees: Joeleen Akin, Laura Bishop, Whitney Brown, Ali Carter, Karen Gilbert, and Kathleen Head.

Coffee and Conversation with President Kiss: We are set for Monday, April 20. Whitney will send Laura a blurb for the Irvine. We are only serving coffee and will order through catering for 20 people. Whitney will ask about flavored creamer. Ali is running the show on Monday as many Staff Council members are unable to attend. Joeleen will ask Elizabeth to address the TIAA-CREF match and ask for a Summit update.

A discussion of retirement policies and the tuition exchange followed.

The Office of Marketing and PR is launching the Campus Bubble on April 22. This is a pilot run with the full campus. Campus Bubble is an event advertising app.

April 22 is also New Employee Orientation. We have 6 new employees this semester.

The group discussed transferring the responsibility of lunchtime fitness walks to the Wellness Program. Karen agreed. We may drop down to one walk per week.

Happy Hour: we need to serve red and white wine at all future events. The April 10 event had low attendance—likely due to the date change and time of year. Joeleen suggested rotating setup/clean up responsibilities month-to-month so that the burden doesn't fall on the same two people each month. She is looking into storing the coolers, etc. in The Hub.

The next Staff Council meeting will include the new members (April 30). We'll meet in G-14.

Things to be discussed at the April 30<sup>th</sup> meeting include:

- Goals 2015-16
- Updating the Bylaws
- Introductions & Why You Want to be on Staff Council
- Tennis in May?
- Happy Hour Restructuring
- Lynda.com

The meeting adjourned at 10:53am.

**Staff Council Task Force Minutes**  
**ITS Conference Room**  
**Thursday, April 30, 2015**

The meeting was called to order by SC Chair, Joeleen Akin at 10:08 am. Attendees: Joeleen Akin, Rebecca Boyd, Whitney Brown, Ali Carter, Henry Eyer, Shellee Fezatte, Karen Gilbert, Kathleen Head, Emily Kandetzki, and Tiffany Sadler.

Introductions of old and new members and why each person wants to be a part of staff council took place first.

Happy Hours: Ideas to restructure were discussed. We need to have two people act as point-people the day of the event. This will rotate monthly. Emily suggested storing the coolers in the BSC attic if Alix will give us permission. Shellee suggested a "themed" happy hour of sorts, using the wine and cheese at April's happy hour as an example. It's nice to vary from the beer. All agreed we should provide a cider option as well.

Accomplishments from 2014-15 include opening the Rebekah lot to faculty/staff during the day and modifying the holiday calendar to be more vacation-friendly.

There will not be a Happy Hour on May 1. Whitney will send out an email to #staff.

We need to update the bylaws after a year of working together. Emily gave a brief history of how the Bylaws came together over the summer. We'll work on them summer 2015 and update the elections process.

We reviewed the 2014-15 goals listed in the Bylaws.

From the Coffee and Conversation with Pres. Kiss, it was suggested we explore an ASC 101 type class for new employees. We could potentially get this going in fall, 2015.

Shellee self-nominated herself as secretary.

The group decided to host a happy hour after Community Day at Twain's. It will be on May 21 starting around 3pm. Whitney will send out the menu as we are required to purchase at least 2 buffet items.

We need to create a Staff Council Bubble on Campus Bubble. Whitney will do this.

Joeleen asked John for more money in the SC budget for 2015-16. We may get up to \$2000, but we'll still need to closely monitor our spending. We are currently overdrawn. It was suggested that we have the faculty sponsor our first fall happy hour (September?). Whitney also pointed out that we know how to streamline our food/drink orders better. Shellee suggested finding a pizza sponsor via one of the local pizza restaurants. Tiffany suggested having ice breakers at happy hours so that we can get folks to interact outside of their departments. She is willing to come up with a few ideas.



Henry suggested having different departments host each month. It would allow for cost sharing (department gets food and SC buys drinks). Karen suggested getting the officers involved; she'll try to bring it up at the next cabinet meeting she's invited to attend. ITS and Facilities are definitely large enough to host a Happy Hour—we're unsure about other departments at this time. Ali suggested a tailgate party (maybe at the Observatory) for one of our teams.

July Happy Hour will be in Rebekah again (porch and quad).

Karen gave an update on potential changes to our health insurance in 2015-16. The renewal offer this year was not as good as it has been in the past. We will likely move to a BCBSGA POS instead of offering an HMO/PPO plan. There will be a Lunch & Learn in the coming weeks to discuss this with the full staff/faculty. Changes will be effective July 1, 2015.

The meeting adjourned at 11:04am.

# STAFF COUNCIL MEETING

June 25, 2015

Council members present: Joeleen Akin, Beth Blackwell, Rebecca Boyd, Ali Carter, Robyn Dunn, Henry Eyer, Karen Gilbert, Emily Kandetzki, and Tiffany Saddler.

Agenda:

1. Next Happy Hour
2. Goals for the 2015-2016 year
3. By-laws

The date for the next **all-staff meeting** has not yet been scheduled, and Beth asked if August can be avoided since so many offices are busy that month. Last year's meeting was on October 21, but perhaps a September meeting would be best. Joeleen mentioned to Alexa Gaeta the need to have Laura Martin report on admissions at this meeting. A discussion followed about whether Staff Council should rely on another staff member or "plant" a non-confrontational one to ask Laura about sharing enrollment numbers with staff. It was suggested that it might look better for Staff Council to get out in front of the issue and have Laura address it in her presentation instead of waiting for the question to be asked. There is also a high chance the topic is brought up sooner at **Community Forum** on August 6 when faculty members are in attendance. It was decided Joeleen will speak with Laura, alerting her that this is a long-standing issue likely to come up at one of these meetings, but Laura can decide how/when she wants to communicate her answer.

The next **happy hour** will take place July 15 from 4:00-5:30 in The Hub. Parts of Alston will be in the process of being painted at that time but should not interfere with the festivities. Beth will send a "Save the date" announcement to The Irvine to be followed up with an email reminder and RSVP link. Emily has beer and soda she can bring, which Joeleen will help chill. Heineken was requested. Development and Admissions may also have leftover wine they can share. Beth will arrange for a hummus and veggie tray with corn chips from the Wellness Committee, and Henry will arrange for cheesy bread. Ali will update the volunteer information in the Google Doc so Staff Council members can sign-up for happy hour responsibilities.

The Wellness Program is hosting a **Health Fair** on August 20 from 12-5 p.m. in Bullock Science Center. It is open to all and may get better attendance from faculty members who are attending a retreat at 2 p.m. in the building that day. Lunch will be provided for Dining and Custodial Services staff members from 12-1. The fair will feature biometrics screenings, healthy smoothies from Good Measure Meals, giveaways, and other health-related activities. The Wellness Program has also received permission to make its current internship a full-time fellowship.

New Blue Cross Blue Shield insurance cards are in the mail and go into effect July 1, and an electronic copy of the new employee booklet that includes a summary of the insurance plan is available. Human Resources plans to move to Hopkins by the end of the summer. The college is waiting on a permit to begin construction in Buttrick. Other offices are temporarily moving for five weeks to accommodate the film shoot.

Joeleen is now in charge of **orientation**, and revisions to the schedule have been made. New students will move-in on Friday from 9-12 and will check-in at Presser instead of the parking deck. They will pick up their packets in front of the stage in Gaines. The Academic Fair and Summit Advising will take place from 2:30-4:30, with the students divided into two groups and attending each session for an hour. The honor pledge ceremony will take place on campus Saturday morning to be followed by the class picture and brunch before the group heads off to Twin Lakes. Henry asked if Joeleen can remind her staff to send students who still need their pictures taken for their ID cards over to him in Walters. Joeleen asked if it was possible to have pictures taken in Gaines at check-in, but there is too much equipment involved for that to be an option.

Goals for the 2015-2016 year were discussed:

1. Improve communication through more all-staff meetings (September, January, March/April).
2. Provide more opportunities to meet co-workers through happy hours with quieter music and bigger tables in new spaces like the library terrace. Try to coordinate them with faculty meetings if possible.
3. Facilitate conversations with leadership by hosting Coffee with the President and/or VPs events. These could be combined with the Bradley Observatory event or other holiday celebrations, such as Halloween, Valentine's Day or St. Patrick's Day.

The **by-laws** still need to be finalized. Beth will share the Google Doc, and Staff Council members should make edits, comments, and suggestions by the next meeting.

Note: If Staff Council wants to keep using the ITS conference room for meetings, it should be officially reserved.

Respectfully submitted,

Robyn Dunn

# STAFF COUNCIL MEETING

July 23, 2015

Council members present: Rebecca Boyd, Whitney Brown, Ali Carter, Robyn Dunn, Emily Kandetzki, and Tiffany Saddler.

Agenda:

1. Happy Hour
2. By-laws
3. Community Forum

July's **happy hour** was deemed a success, despite running out of beer and wine. Most of the 74 people who RSVPed attended. In light of Community Forum, there will be no happy hour in August. The next one will be September 4.

The group looked at the **by-laws** and made some edits, including moving elections from September to April with terms beginning May 1. While the council should continue staggering two-year terms, it was agreed that council members should be allowed to run again at the end of their terms if they wish. Instead of running for specific positions during elections, interested parties run for a spot on the council and specific positions are assigned later. Council members not present at today's meeting will be asked to review the changes so we can discuss them next time.

Staff Council co-hosted last year's **Community Forum**, so Lea Ann Hudson joined the meeting to plan for this year's event. She shared that people have opposed the idea of a potluck, so Dining Services will provide lunch. The group suggested possible locations and decided the Alumnae Garden would be a nice spot if possible. Emily offered to assist with taking RSVPs for the event by sending out a link in an email instead of The Irvine.

The event will not differ much from last year, as we will likely hear updates on Admissions, Orientation, and Summit. We would like Joeleen to MC the event again, as she is excellent at keeping things lively with her positive energy. We should consider doing giveaways again this year as well.

Duke and Calvin are working on a new welcome video. A section in the front of the room will be reserved for new employees. Staff Council members will act as host to greet people and make sure new employees sit in the right spot to facilitate introductions during the program. We will ask staff members who have nametags to wear them and may provide buttons for new employees.

Respectfully submitted,

Robyn Dunn

# STAFF COUNCIL MEETING

August 6, 2015

Council members present: Joeleen Akin, Ali Carter, Robyn Dunn, Henry Eyer, Karen Gilbert, Emily Kandetzki, Kate Colussy-Estes, Whitney Brown, Shellee Fezatte.

No agenda was presented for the meeting, but several things were up for discussion. The first being the assignment of staff representatives for BOT committees. Minutes from last year were pulled and it was previously suggested by Lee Ann Hudson that staff members serve a two or three year term instead of rotating off after a year. The committee agreed that two years would be a good term. Ali stated that she would like to take another committee instead of serving on the Audit Committee another year.

Unless otherwise indicated, Henry will e-mail staff asking if they would be willing to serve. Below are some suggestions:

Faith and Learning:	Kimberly Knight (Kate will ask her to consider serving another year)
Student Life:	Robyn Dunn/Julie Champlin
Investments:	JLP
College Advancement:	Julie Champlin
Audit:	Amanda Garlin
Other staff to contact:	Courtney Burton, Jaxen Solseng and Amanda Williams (Lee).

Joeleen announced that she feels she needs to step down from Staff Council, both as chair and a member. She is overwhelmed in her new dean position. She did say she would continue to help with happy hours and have “cooler duty”. Appreciation was expressed to her for all she’s done. Two new members are needed on the Council to replace Joeleen and Rebecca Boyd. Joeleen will ask Ronald Gay if he would be interested—he will be our union representative. She will also ask either Aimee Kahn-Foss or someone in Athletics.

The new chair of Staff Council will be discussed at our next meeting. We are to be thinking of a replacement before then. Part of the responsibilities include attending the SPAC meetings and plenary session of the BOT meeting to give a brief (3-minute) update on Staff Council.

Karen reminded everyone about the upcoming **Health Fair on Thursday, August 20**. It will be held from 1:00-5:00 in the Science Center. The faculty retreat is being held in Teasley that day also. Lunch is being provided for union staff. There will be drawings, free smoothies and other give-aways. DeKalb Medical will be selecting a group to refer to a nutritionist for guidance for health issues such as diabetes, etc.

Discussion followed on Staff Council’s role in the forum taking place after our meeting. Name tags for new staff were made by HR, and Council members are being asked to escort them to a specified area in the meeting room. They will then be asked to introduce themselves during the meeting. Whitney and Ali made ribbons to attach to the Councils’ nametags and appreciation was expressed to them.

Joeleen reviewed the upcoming **Summit Symposium coming up in September**. Kate mentioned that a staff member came to her at the Summit kick-off dinner with questions about how events are announced. Discussion followed about the confusion when staff should attend events, if they’re required to attend, and how invitations are issued. The request for attendance ideally should come from department supervisors and VPs, but sometimes that is unclear also. Further discussion will follow on this topic.

The possibility of scheduling VP coffee chats and other “get to know you” events will be discussed at our **next meeting which will be August 27 at 10:00**. Emily will send out the new calendar request. Regularly

scheduled meetings will be every two weeks (Thursdays at 10:00 a.m. in the IT Conference Room). Henry has reserved our meeting space.

The next happy hour will be Friday, September 4 in the Science Center. Shellee will reserve this space through EMS for upcoming happy hours.

Respectfully submitted,

Shellee Fezatte

# STAFF COUNCIL MEETING

September 3, 2015

Council members present: Beth Blackwell, Robyn Dunn, Henry Eyer, Karen Gilbert, Emily Kandetzki, Kate Colussy-Estes, Whitney Brown, Ronald Day, Tiffany Saddler, Aimee Kahn-Foss and Shellee Fezatte.

The meeting was opened by Emily. She will not be at our next meeting and Henry agreed to lead.

**1. Ideas for how to engage staff via Staff Council with the new Strategic Plan.**

Whenever edits are made to the Strategic Plan, feedback will be requested. We're asked to comment on how it applies to our specific position and if we see any holes. Karen mentioned that there will be town hall meetings held once again and asked the SC members to encourage attendance. SPAC stands for Strategic Planning Advisory Committee.

**2. Update on staff introduction procedure.**

Lea Ann responded to Emily's requests on handling new staff introductions by department heads. Lea Ann doesn't feel the burden should be put on each officer. The immediate supervisor could be encouraged to post the announcement in The Irvine. It was suggested that the VP could encourage or remind the supervisor to do this. Amy suggested SC doing a monthly newsletter introducing new staff and including a reminder of events.

Karen asked that the newsletter be sent to her office first so that the new staff could be double checked. Henry stated he gets new staff member information for IT purposes and could put together a list. Public Safety staff is the only exception. Amy suggested having SC contact new staff to ask them a few questions to include in the newsletter. Kate suggested setting something up on Survey Monkey or a Google form. Beth will send out a new employee announcement this month and Emily will assist with pictures.

**3. Last-minute plans for Happy Hour tomorrow.**

Forty one RSVPs have been received so far. Whitney will send out a reminder Friday morning. We need to be sure and pay attention to the number of attendees we receive on the Google drive/Staff Council folder/Happy Hour spreadsheet so we have enough beer. Disbursements can be sent to Robyn and she will process them for reimbursement. Aimee will get the wine, Ronald the beer and Henry the crazy bread. Emily has plenty of plates, cups and napkins. Brands of beer were discussed. Emily will get more beer based on the RSVP total tomorrow.

**4. Call for volunteers to help Nastacia with her Wellness Week Social Hour on 9/18. Emily and Ali will be out of town.**

Emily and Ali talked with Nastacia and helped with Happy Hour information. If any members of SC can assist her on Friday, the 18<sup>th</sup>, please contact her directly.

**5. Update from Henry on BOT committee representatives.**

JLP said she would serve on the Investments Committee.

Henry reached out to the other three staff for confirmations on continuing on committees but has not heard back yet. He sent a note to Lea Ann about his progress.

**6. Additional member on Staff Council.**

Nothing to report as of yet.

**7. Who should give updates at next All-Staff meeting? Date confirmed for October 1?**

Laura Martin will be out of town. Kim Vickers was suggested—Emily will contact her. The EMS reservation request for October 1 was sent by Whitney. Aimee reminded us that it's Black Cat week and wondered if an overview of Black Cat would be beneficial for new (and old) staff.

Extensive discussion followed regarding the possibility of asking someone from DOS to speak about changes in their department, updates and Q and A.

It was finally unanimously agreed that we would ask some of the coaches to speak. Emily will reach out to Beth VanSant. Aimee suggested asking them to speak around 10:30 after the Black Cat update.

The idea of an interactive organizational chart was brought up by Emily. Henry will check to see if it's a possibility. Karen mentioned that each VP includes a slide of their department in the new staff orientation segment. She also mentioned that she didn't feel comfortable in putting the charts out without permission. A list of staff to contact for specific purposes would be helpful.

Karen will request organizational charts from the VPs. Emily will then post them in The Irvine.

**8. VP coffee chats? Beth, did you talk to KP?**

Kerry and John were contacted by Beth. John has not yet committed. The 401K match will not be addressed. Rebekah renovation could be discussed with Laura. Beth will have an answer by our next meeting. Karen will contact John to encourage him to speak.

Karen and Emily discussed the raise process. Karen explained that 2% raises are guaranteed. Officers have a 3% pool—out of which come the guaranteed raises, and then they have 1% to make other allocations at their discretion.

President Kiss will send out a message reviewing the above. Emily stressed that we need to be prepared for questions by staff as there may be a misunderstanding about the amount of the raise. Most staff thought we would be guaranteed a 3% raise. We need to be supportive of the college in our responses. Faculty raises are handled differently.

**9. Staff Council Goals.**

Goals from last year:

Communication

Morale

Foster community

Opportunities to create friendships with co-workers

Emily will send goals to the committee asking for changes/additions. Henry will add them to the agenda for the next meeting.

Kate will not be here for the next meeting. An extensive discussion followed about our role on campus. We need to function in an ombudsmen capacity for staff struggles. We need to be aware of the stress that some of our co-workers may be going through and bring it to Kate or Karen's attention. It was stressed that if someone does ask you for counsel, be sure to tell them that some of the information may not be kept confidential for their sake.

Karen will look in to the possibility of having some training for Staff Council to be better equipped to handle staff inquiries, risk management and staff safety.



Emily will post a Staff Council lunch RSVP in The Irvine. Based upon the response, we will then schedule something. The possibility of opening up meetings was also discussed.

The next meeting will be Thursday, September 17.

Respectfully submitted,

Shellee Fezatte

# STAFF COUNCIL MEETING

## September 15, 2015

Council members present: Beth Blackwell, Robyn Dunn, Henry Eyer, Karen Gilbert, Kate Colussy-Estes, Whitney Brown, Tiffany Saddler and Shellee Fezatte.

The meeting was opened by Henry. The agenda was addressed in no particular order.

### 1. **BOT staff representative updates.**

The three staff listed below have agreed to serve another year on their respective committees:

<b>Academic Affairs</b>	Vaishakhi Desai
<b>Finance</b>	Beth Vansant
<b>Enrollment Planning</b>	Erica Hardy

### 2. **Coffee with President Kiss, Thursday, September 17 at 10:00 confirmed? Marketing?**

The announcement was put in The Irvine. President Kiss will be sending out something outlining the Strategic Plan. On behalf of Staff Council, Beth will send out a “Getting to Know You” and a reminder about the coffee hour. She will also pick up Krispy Kreme donuts (5 dozen). Members of SC are requested to attend if possible and wear name tags.

### 3. **Field trips (to brainstorm places on campus that people might be interested in visiting and learning more about (i.e., coffee and donuts at the observatory))**

Robyn explained that she and Emily talked about going to different locations across campus to introduce staff to the different departments. The “Bug Room” was discussed as one option. Henry will contact Alix about it. Other spaces to consider include the chapel, the dance studio and the Woodruff gym. Henry volunteered to see if the dance studio and gym would be available. Kate would be glad to host a visit to the chapel.

The possibility of themed Happy Hours and a ghost tour around campus at Halloween was discussed. Kate’s brother is a Falconer and she said he would most likely be willing to come and do a demonstration.

Whitney suggested a campus tour when all the offices are moved.

### 4. **Coffee and chat with John and Kerry. When? Where?**

Beth is still checking on John and Kerry’s availability. A tentative date of October 23 at 10:00 a.m. has been established. She will have a definitive answer by our next meeting.

### 5. **Book Club sponsored by Staff Council.**

Beth contacted Erica Hardy about past book clubs. Karen and Kate both participated in the past and had positive remarks about it. Erica said one downside was that attendance would tend to drop off significantly. Some reasons would be the time of year, availability of books (sometimes they were only available in hardbacks, and book titles.) Kate said that 8-10 participants would make a good group.

Kate mentioned that one of the challenges she faced was that some of the books were inaccessible. She said that “Women of the Atomic City” would be a good choice, and Jennifer Lund could be invited to speak as she knows some of the women in the book.

It was discussed that once a semester would probably work best for the meetings. Starting with a classic was also suggested. Ways to link with larger events is possible (i.e., participants in Writers Festival could be linked to the books chosen to read.)

Beth would like to assemble a group that would be interested in participating in a book club and ask their opinions about the best day/time for the club, genre of books they would like, and any other suggestions they may have. She mentioned trying to have an information meeting in the next couple of weeks. Kate, Beth and Erica will collaborate.

The timing of events was discussed. Lunchtime seems to be ideal, but a lot of things are being scheduled at the same time.

#### **6. Staff Council Goals.**

The two main goals of the council are to foster community and be a voice for staff. It was agreed that the activities that the council is doing is helping to foster more community.

Christmas caroling around campus was suggested by Henry. One or two carolers go to an office, staff from that office join in, they continue to another office, where others join in, and so on.

The next meeting will be Thursday, October 1.

Respectfully submitted,

Shellee Fezatte

## **STAFF COUNCIL MEETING**

### **October 15, 2015**

Council members present: Aimee Kahn-Foss, Emily Kandetzki, Robyn Dunn, Henry Eyer, Karen Gilbert, Whitney Brown, Tiffany Saddler, Ali Carter, Ronald Day and Shellee Fezatte.

The meeting was opened by Emily. She announced that unfortunately, Beth Blackwell has decided to no longer serve on Staff Council due to her workload. We will discuss filling her opening at our next meeting. This will leave the New Employee Chair position vacant. Aimee or Ronald will consider taking over this responsibility.

The agenda was reviewed.

#### **1. Risk management exercise.**

Karen introduced Nastacia Pereira, Wellness Fellow from HR. A short risk management exercise was given. Several different risk scenarios were rated by probability and impact. Discussion followed about some of these. A campus-wide safety exercise was discussed and Emily will reach out to Henry Hope about the possibility of having him speak to the council.

#### **2. Update on "happy hour police" and comments/concerns relayed from HR and Lea Ann Hudson.**

Two concerns were relayed to Emily about happy hours. Firstly, we need to emphasize the "happy" more than the alcohol being served, out of respect for those who may not drink (or may not be able to drink).

Secondly, we need to be aware of faculty/staff that may enjoy the hour and a half a "little too much." Requesting an officer to be present was suggested. Whitney will make some clever signs to put up at happy hours (i.e., "Need a ride home?" "Please drink responsibly", etc.)

The next happy hour is being sponsored by the President's Office and is with the BOT on October 29. The next Staff Council happy hour is November 6.

#### **3. Coffee and chat with John Hegman and Kerry Pannell--October 23?**

Henry will check on the details about this since Beth was originally handling it.

#### **4. Update on org charts.**

Karen received most departmental organizational charts from the VPs. Henry stated that he checked with Tamara Roundy and she said she could put them up on opd. Emily will scan and save them as PDFs.

#### **5. Update on staff introduction procedure (from 9/3 minutes).**

Hopefully VPs will remind supervisors to make announcements of new staff.

#### **6. Field trip suggestions from staff: solar panels and "what's going on at the science center."**

Alex is open to doing a tour of the science center, most likely in the spring.

The last all-staff meeting was discussed. Feedback was very positive and we will try and follow the same format again. It was suggested to possibly have a happy hour or field trip at different locations around campus—Woodruff?

Karen mentioned that legal and identify theft insurance will be offered to staff for purchase. An announcement will be in The Irvine next week.

Emily reminded the council that “Lunch with Staff Council” will be held between 11:30-1:00 today in Evans. Please drop by if you can. It was suggested that in the future VPs be invited to sit at the table during upcoming staff council lunches.

The next meeting will be Thursday, October 29.

Respectfully submitted,

Shellee Fezatte

# STAFF COUNCIL MEETING

December 1, 2015

Council members present: Emily Kandetzki, Henry Eyer, Whitney Brown, Kate Colussy-Estes, Ali Carter, Robyn Dunn, TJ Greggs, Ronald Day, Mathavi Strasburger and Shellee Fezatte.

Emily welcomed the BOT staff representatives, who will be giving brief updates on the meetings they attended.

## Agenda items:

### 1. Updates from BOT committee liaisons:

#### **Julie Champlin—Advancement**

The athletics study was discussed, along with grounds and site plans for future additions and the campaign goals. We are focusing on “finishing strong” with the campaign and have already met several of our goals. Robiaun Charles shared visions of philanthropy for students, faculty and staff. JD presented a C200 video and Elaine Meyer-Lee gave a presentation on SUMMIT. Both were well received.

#### **Beth Vansant—Finance**

A review of the 2015-2015 budget and the proposed 2016-2017 budget was done. A draft of the current year budget is done in February and final approval is done in October. SUMMIT is the current focus. The Board approved \$20-30M for SUMMIT. It was reported that we have the largest class enrolled this year. The Road Map to 2020 is being extended to 2025.

#### **Vaishakhi Desai—Academic Affairs**

SUMMIT was the biggest topic, and a presentation was done. A sample portfolio was pulled up on-line. The assessment was discussed. Career advising is being used as a retention tool. We have increased our retention from 86% last year. Learning outcomes from SUMMIT trips were approved.

#### **Erica Hardy—Enrollment Planning**

The class break down of the current first year class was done—30% yield out of all the applicants. The discount rate for tuition is higher this year. The average SAT and high school quality is up. All information is on Moodle. A student survey was done and college perception is very good. There is a lot of alumnae interest in replacing worn out furniture, fixing sidewalks, etc.

Ali Carter and Kate Colussy-Estes (for Kimberly Knight) will give reports at our next meeting.

### 2. Plan another VP coffee chat?

It was decided to try and schedule one for the spring. Suggestions for speakers were Robiaun and Laura, or Robiaun and Tish. Emily will be in touch with the VPs. This will be discussed at a future meeting.

### 3. Another Lunch with Staff Council?

It was suggested to consider going outside of Evans and maybe supplying lunch. Marketing ideas were discussed. It was decided that since Staff Council visibility seems to be up, maybe we'll table the idea for now. Themes may help spur more interest in the future, along with a group photo (or individual photos) on the website of the Staff Council members.

**4. Mentoring for new staff?**

Emily reported that six new faculty members have been hired recently and have been paired with faculty members for mentoring. Could we adopt this same method for new staff? The idea of having a new staff mixer every semester was discussed instead. Emily will get structure for faculty mentoring for us to review at a later time. We will discuss this again and consider starting in January. The members were asked to think about a catchy name.

**5. Upcoming events:**

- “How to Promote Your Event” Lunch and Learn this Thursday
- Happy Hour this Friday
- Holiday after-party December 15 at Duke’s
- Nametag Challenge

The Thursday Lunch and Learn will be held in lower Evans from 12:00-1:00. Tables have been requested to be set up so staff can bring their lunch. It will be about scheduling events and internal communication. Emily will be meeting with JD this afternoon. Tickets will be given to all those who attend. Pete has offered a \$50 dining credit for the door prize to be given away.

The volunteer sign-up sheet for this Friday’s happy hour will be sent by Emily.

The faculty/staff holiday party has been announced, and Duke has offered to have an after party at his house again this year. Emily will do a separate volunteer spread sheet for this. She will ask Scott if he can get a keg of beer for free again. Emily and Kate offered to shuttle staff if needed.

The nametag challenge will be held the last three weeks of January, starting on the 11th. Whitney and Kate have met about social media coverage. Instagram and selfies will be encouraged and used to publicize it. Every time you give a ticket to a staff person for wearing their nametag, take a picture. Each Staff Council member will give one ticket per staff person per day. Whitney will spell out all the details. A hashtag is needed.

Prizes for the winner of the nametag challenge were discussed. An assigned parking spot for a month was suggested by TJ, along with a gift certificate for a restaurant nearby. TJ will talk to a friend at Universal Joint about donating a gift card and Emily will contact Henry about the parking spot option.

Emily would like us to consider giving Eric, Pete and Franklin small tokens of appreciation for all their help during the year with happy hours, and other Staff Council events. TJ will look for something in Athletics for Franklin (who loves athletic wear), Henry will think of something for Pete and Kate will supply something for Alex (who builds birdhouses). It was decided to give them all a personal gift of some kind and a \$25 Visa gift card. We will give them out at Friday’s happy hour.

The next all-staff meeting was discussed. Spotlighting Development was mentioned. Discussion then followed about the safety of the campus and the recent lockdown exercise. More detailed procedures for locking down the offices need to be highlighted. It was decided that maybe Public Safety should address the staff about procedures to follow during a possible situation. Emily will contact Henry Hope.

The next Staff Council meeting will be held next Thursday, December 10, from 10:00-11:00 in the ITS Conference Room.

Respectfully submitted,

Shellee Fezatte