

# STAFF COUNCIL MEETING

## January 7, 2016

Council members present: Karen Gilbert, Henry Eyer, Whitney Brown, Kate Colussy-Estes, Robyn Dunn, TJ Greggs and Shellee Fezatte.

In Emily's absence, Henry opened the meeting.

### Agenda items:

#### 1. Name Tag Challenge.

Kate handed out the tickets to give to staff when they're wearing their nametag. Give them one half, write their name on the other half, and keep it for the drawing. The Instagram hash tag is in The Irvine. Selfies are encouraged. When you run out of tickets, more will be in Emily's office. The contest will last three weeks, and the winner will be drawn at the next Happy Hour. The grand prize was discussed. Karen will ask John Hegman about the possibility of a VP parking space for a month being awarded. (A laminated sign with the staff member's name could be posted, etc.) Other options are needed, in case someone doesn't drive to campus.

#### 2. Next Happy Hour.

The next Staff Council Happy Hour will be on Friday, February 5 in the Campbell atrium. Shellee will cancel tomorrow's previously scheduled event in the science center and change the location for the next one with EMS. Kate asked about having her brother, who is a falconer, come to one of the happy hours to discuss the hawks that live on campus. The April happy hour was suggested when the weather would be better.

#### 3. First Mentoring Lunch.

The first new staff mentoring lunch will be held on February 25 in the South Dining Room. Henry and Megan Simmons from ITS will host, reviewing phone and key access procedures, among other interesting items. New staff will be encouraged to attend, but it will be open to all staff. Save the dates for other lunches were done by Emily previously.

#### 4. Org. Charts Update.

Karen reported that she has only has one org. chart from Student Life. This may turn out to be a long process—the VPs would like all staff to be listed on each and each one in the same format.

Shellee stated that Robiaun Charles would be available for the next VP chat on Monday, February 8, from 10:00-11:00 a.m. or 3:30-4:30 p.m., and Tuesday, February 9 from 3:30-4:30. The Monday morning time was decided to be best, and Henry will check with Tish on her availability.

Henry mentioned that he contacted Alex about a tour of the science building, but has not heard back from him yet.

The next Staff Council meeting will be held next Thursday, January 21, from 10:00-11:00 in the ITS Conference Room.

Respectfully submitted,

Shellee Fezatte

## **AGENDA**

### **Staff Council Meeting**

**January 21, 2016**

1. Name tag challenge update.
2. Agenda for staff mentoring lunch this month—January 25.
3. Next happy hour—Friday, February 5.
4. March happy hour—combine with tennis match?
5. Building and grounds committee report from Ali.
6. BSC tour.
7. Coffee with the VP's.

# STAFF COUNCIL MEETING

January 21, 2016

Council members present: Emily Kandetzki, Henry Eyer, Whitney Brown, Kate Colussy-Estes, Ali Carter, Robyn Dunn, TJ Greggs, Ronald Day, Mathavi Strasburger, Aimee Kahn-Foss, and Karen Gilbert.

## Agenda items:

### 1. Office of Extended Programs announcement

The two positions eliminated were not addressed in yesterday's email from President Kiss. The lack of acknowledgement of their contributions is troubling, and the lack of transparency about the situation creates fear/anxiety among staff members. Kate volunteered to draft a letter from Staff Council to send to President Kiss and the cabinet outlining our concerns and asking for a response.

### 2. Nametag challenge update

The nametag challenge is in full swing, and many people are participating. We will draw the names of the raffle winners (four \$50 prizes and one \$100 prize) at the February happy hour around 4 p.m.

### 3. Agenda for staff mentoring lunch this month—January 25.

Henry and Megan Simmons are hosting the first staff mentoring session on Monday. Henry will share tips and tricks for your office phone, and Megan will talk about EMS, equipment usage, and the HelpDesk. Emily will add the new employees to the calendar invite. Staff Council members are encouraged to attend this event if they are able. Those who attend will help decide what the staff mentoring sessions should be called.

### 4. Happy hours

Our next happy hour is Friday, February 5. Whitney will reserve space in Campbell. (It was later decided via email to move this happy hour to Dana so the community can view the new installation). The March 4 happy hour can be held in Woodruff (reserve with Chrys Randolph), and people can walk over to the tennis match if they wish. The April happy hour can be in Campbell or maybe in the new development house.

### 5. Building and grounds BOT committee report

Ali reported that estimates were being done for the renovations of the President's new house and Hopkins. The committee discussed the next phase of the Rebekah renovation, as well as budgeting. The newer floor plans now show Woltz as a multi-use space to be filled with furniture later on. Alumnae desire to still have access to this space, so sharing these revised renderings may be helpful.

### 6. BSC tour

Henry talked to Alix who recommended doing a tour of Bullock Science Center during spring break or Peak Week. It was decided to do the tour during Peak Week, as more people will be on campus then.

### 7. Coffee with the VPs

With Tish's departure, we need to reach out to Laura Martin to join Robiaun Charles for this event. Aimee can see if Laura is available. Rebekah renovations could be a good topic for this pair to discuss. Emily will reserve space in Woltz once we have confirmed the date and time.

Respectfully submitted,

Robyn Dunn

# **AGENDA**

## **Staff Council Meeting**

**February 4, 2016**

1. Name tag challenge update. Collect tickets.
2. Agenda for next staff mentoring lunch—February 22. Kerry, Marianne, Liz
3. Next happy hour—Friday, February 5. Everyone sign up.
4. March happy hour—combine with tennis match. Mar. 4.
5. BSC tour. Update?
6. Coffee with Robiaun on Monday, Feb. 8. Someone needs to request coffee.
7. Debrief from Town Hall meeting with EK.
8. Standing invitation to faculty meetings for staff council members.

# STAFF COUNCIL MEETING

February 4, 2016

Council members present: Emily Kandetzki, Henry Eyer, Whitney Brown, Kate Colussy-Estes (by conference call), Ali Carter, Robyn Dunn, TJ Greggs, Ronald Day, Mathavi Strasburger, Aimee Kahn-Foss, Shellee Fezatte and Karen Gilbert.

## Agenda items:

### 1. **Happy Hour review**

A reminder was made that the happy hour tomorrow will be in the Dana Gallery. The name tag challenge drawing will be around 4:00, and staff do not have to be present to win. Whitney will check with Leah Owenby about giving a brief presentation of the exhibit. There was a cooler left in the science center from the last happy hour and Ronald will take it back to TJ in Athletics.

### 2. **Debrief of Town Hall meeting**

Emily stated that she heard from one staff member that gave the Town Hall meeting a “D”. The lack of information supplied was discussed. The management issue was touched upon briefly by President Kiss. Karen has been looking for management training and executive coaching options. It was still agreed that some kind of recognition should have been given to those let go, but the privacy matter was given as the reason why it was not done. The student concerns were not addressed either. Robyn, Ali and Whitney will work on minutes from the meeting.

It was agreed that the next step will be to send a letter to the cabinet thanking them for their time. Emily will start one on the Google drive and we can edit it.

One good thing to come out of the meeting is the fact that faculty would like to work more closely with staff. A couple of Staff Council members have been invited to attend the faculty meetings each month. We should also issue an invite to a faculty member to our meetings.

### 3. **Coffee with the VPs**

Robiaun will be speaking next Monday, February 8 at 10:00 a.m. in Woltz. Henry will request coffee for approximately 40.

### 4. **Agenda for next staff mentoring lunch**

Kerry will give an overview of women’s colleges, Marianne will give a history of the college, and Liz Bagley will give a presentation on movies filmed on campus.

### 5. **BSC tour**

Henry will check with Alix about scheduling a tour during Peak Week.

### 6. **Org chart update**

Karen reviewed those charts still being worked on. It was suggested that the completed ones be posted on opd as a link as soon as possible.

Aimee mentioned that Admissions needs Scholars Weekend volunteers on Sunday, February 28.

Respectfully submitted,

Shellee Fezatte

Monday, Feb. 8, 2016

- Update on dollars raised. Won't meet creative arts or facilities goals, but focusing on Rebekah and Faculty Excellence.
- Descriptions of each fundraising goal/category, specifically innovative programming (athletics, sustainability, Bridge to Business, Center for Writing and Speaking, educational technology, etc.)
- Who is our donor base? More than half of campaign dollars raised have come from alumnae. (30% from foundations, 5% from corporations, 10% from friends, and 1% from parents.)
- Fundraising for identified projects can continue beyond the campaign. How are priorities determined? BOT and President, informed by different entities on campus. Advancement determines feasibility/donor interest.
- What happens after the campaign? 3-5 years in between campaigns. Focus on stewardship, saying thank you, and enjoying what we've accomplished so far.
- Developing form for campus community regarding various fundraising needs across campus.

Robyn Dunn

# STAFF COUNCIL MEETING

February 18, 2016

Council members present: Henry Eyer, Whitney Brown, Kate Colussy-Estes, Robyn Dunn, TJ Greggs, Ronald Day, Mathavi Strasburger, Aimee Kahn-Foss, and Karen Gilbert.

## Agenda items:

1. **Debrief coffee chat with Robiaun.**

Approximately 32 people attended this coffee chat, which may have been our best one yet. Robiaun was dynamic and charming and gave thoughtful answers to all the great questions asked. Even though we had originally planned for two VPs to be there, we actually ran over the allotted time with only one.

2. **BSC tour is scheduled and on our calendar.**

The tour of Bullock Science Center will be at 10 a.m. on March 16<sup>th</sup>. Alix sent Henry a list of spots on the tour, which will last about one hour. Alix is also recruiting others in the building to be tour guides.

3. **Org charts are up and hyperlinked.**

The org charts are live on OPD, and individuals' names are hyperlinked to their OPD profiles (we tried to test a few hyperlinks, but they were not working at the time). We are waiting for charts from Business and Finance (there are separate charts for facilities, dining services, and public safety) and the Office of the President. Emily will try to update the charts as needed, but perhaps each one should have an "as of" date so users know how current a chart is.

4. **Let's talk about how we invite faculty to our meetings.**

David Thompson could not make our staff council meeting today, but hopefully he or another faculty representative will be able to attend our next one. Our meetings are much more informal than faculty meetings, so we need to decide if the faculty representative will have a voice (which could influence our discussions) or simply be a silent observer as we will be at their meetings.

5. **Update on faculty meeting from Robyn.**

David Thompson attended the Town Hall and came away from it disturbed by the disastrous communication situation on campus. Since we are too small of a community to not know who is doing what, he proposed the idea of inviting staff council representatives to attend faculty meetings. There was only one faculty member who voted against this, feeling it was more symbolic than useful. President Kiss acknowledged the need to share information more broadly and more regularly with the idea of possibly providing cabinet updates in *The Irvine*.

President Kiss mentioned the recent article in *The Chronicle of Higher Education* and plans to write an op-ed piece that emphasizes how engaged faculty members were in developing Summit and how instrumental they were in leading innovative change throughout the process. She also talked about the creation of a Food Service Task Force, to be chaired by Joeleen Akin, which will make sure the college is supporting student needs and exploring how we can improve.

6. **Should SC send updates to staff after each faculty meeting?**

We are at a communication crossroads and need to capitalize on the moment by coming together and sharing information, so how do we share relevant issues from faculty meetings with staff? We would like to model our minutes after the ones Lea Ann Hudson sends out for the BOT. Whitney and Robyn will work together to condense the minutes and put them in context. Aimee said Admissions is struggling

with faculty response to Scholar's Weekend. It seems everyone is tired and overextended, and we overprogram. Perhaps this is a Wellness opportunity?

**7. Reminder: new staff orientation on February 22.**

New Staff Orientation will take place Monday. Henry will check with Amanda to see if we have a current list of new employees to be invited and will also make sure there is a projection unit for the presentation. Kerry Pannell, Liz Bagley, and Marianne Bradley are the featured speakers.

**8. Update from Henry on board retreat.**

The retreat was engaging and inspired great conversations about diversity and inclusion. The group discussed protests and activism on college campuses, with Mary Cain speaking to the ASC student experience. They also talked about examples of microaggressions, and Tawana Ware shared the story of her ASC experience.

Diversity issues also exist among faculty and staff. There is a need to educate the campus community, and the Founder's Day Convocation might be a great spring board for that. Aimee mentioned how much she learned from the PossePlus retreat, specifically when Kijua and Kristian discussed privilege. There is a need for a wider conversation on these topics, and staff council could play the role of spreading awareness and generating dialogue.

Respectfully submitted,

Robyn Dunn



## **AGENDA**

### **Staff Council Meeting**

**March 3, 2016**

1. Discuss logistics, etc. about Friday's happy hour with TJ and Ali.
2. Talk about upcoming elections.
3. Everyone is overworked.
4. Happy hour this week.
5. BSC tour coming up.
6. Planning new employee orientation.
7. Update on organizational charts (still need President's office, hyperlinks will not work going forward.)
8. HR/Wellness planning retirement session?
9. Karen—overtime laws and pending legislation.

# STAFF COUNCIL MEETING

March 3, 2016

Council members present: Emily Kandetzki, Henry Eyer, Whitney Brown, Kate Colussy-Estes, Ali Carter, Robyn Dunn, TJ Greggs, Ronald Day, Mathavi Strasburger, Aimee Kahn-Foss, David Thompson (faculty representative) and Shellee Fezatte.

## Agenda items:

### 1. Happy Hour logistics

A reminder was made that the happy hour tomorrow will be hosted by Athletics. TJ said that the location will be the gym instead of the lobby. The tennis match will begin at 2:00, and the Byers will be there. Staff is encouraged to attend the match if possible before Happy Hour. Ali has bought the beer and wine and will take it over to Athletics. Ronald will pick up the breadsticks.

### 2. Upcoming Staff Council member election

Emily stated that Whitney, Ali and she will be rolling off Staff Council at the end of this term, as they have served their two-year terms. Eight will roll off at the end of next year and Emily asked if anyone on the Council would like to go ahead and roll off now. Aimee volunteered. If someone else would like to, please let Emily know. It was decided that last year's nomination procedure worked best. Staff is allowed to nominate three people (including an anonymous self-nomination). Staff must have been employed at least one year and have supervisor approval to be eligible. Kate asked about part-time employees serving. It was decided that as long as their supervisor approves and they can commit to attending the meetings and events, it would be fine. This will be noted in the e-mail sent out by Emily regarding nominations. It was suggested that the new Staff Council members update the by-laws at the June meeting.

### 3. Everyone is overworked discussion

Kate explained that this was discussed at the last meeting. She stated that we need to be mindful that there are some faculty and staff that feel they cannot attend events because of their work load. David explained that all faculty members except one (due to scheduling conflicts) are serving on one or more committees in addition to their normal duties. Somehow appropriate boundaries need to be set. The Wellness presentation on de-stressing and the need for organization and time management sessions were discussed.

We all agreed that for such a small college, we are definitely over programmed. On that topic, Emily asked if we should continue with the new staff orientation sessions since they are not that well attended. It was decided that since the next session has been advertised, we will go ahead with that one. A slot for someone from Staff Council to speak at the day long initial staff orientation would be helpful. It was suggested that instead of advertising the sessions as "new staff" orientation, we rename it so that all staff are encouraged to attend. Dividing it up in to segments would also help—that way staff could drop in and out when necessary.

A reminder about the Bullock Science Center tour on March 16 at 10:00 was made.

### 4. Org chart update

Emily explained that the hyperlinks had to be removed since any change on the organizational charts made it impossible to link. TJ suggested using a bio page link instead. Emily will investigate. We are still waiting on the President's Office org chart.

The question was asked if HR/Wellness could do a retirement planning session for those that will be retiring soon. Emily will talk to Karen about it.

Emily said that Neta Counts had asked about having an all staff meeting to discuss the degree completion idea. It was suggested that a staff member be included on the Degree Completion Committee. Some of the logistics such as night/weekend staff being needed, food services needs, etc. were discussed. A Food Services Task Force is already in place.

David explained that a discussion based on the framework put together by Tish before she left will be reviewed at tomorrow's faculty meeting. A vote on the implementation has to pass through faculty. David will contact Chris DePree about having an open meeting.

Henry reviewed the Wellness Committee meeting and said that one topic of conversation was the lack of communication on campus. Emily explained that the Bubble will no longer be used. The Irvine will be used again. Obtaining a portal was discussed again.

The next meeting will be Thursday, March 17 at 10:00 in the ITS Conference Room. (Don't forget to wear green!)

Respectfully submitted,

Shellee Fezatte

## **AGENDA**

### **Staff Council Meeting**

**March 17, 2016**

1. John Hegman—discussion about the college's 403 (b) match and the fact that the SPAC Financial group (of which Whitney and Karen are members) is charged with recommending a strategy to restore the 2:1 match.
2. New employee orientations will be cancelled for now.
3. "Executive Golf" course being offered during Peak Week. Carolyn would like to offer something similar to the staff in the summer, maybe during a happy hour and is wondering if we want to partner with her office (Student Activities) to put this event on?
4. Ali—discuss collaborating with Julie Champlin and Honi Migdol on the next Happy Hour (April 1) to make it a special thank you and celebration of success of the first-year global journey trips, Peak Week, and Summit in general.
5. Location for next Happy Hour—April 1? EMS form?
6. Karen—overtime laws and pending legislation.

# STAFF COUNCIL MEETING

## March 17, 2016

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

### Agenda items:

#### 1. Discussion with John Hegman.

John was invited to come and speak to Staff Council about the college's TIAA Cref retirement match which is now at 1:1.25. There are two levels—3.5% or 5% match. He explained that SPAC (which is comprised of faculty, staff and students) has also been discussing this. He summarized the compensation pool of last year. His goal is to raise the contribution by 1/8 of a point little by little to reach the 2:1 match.

Lengthy discussion followed about the amount of money spent on salaries and benefits and information was handed out for our review reflecting the number of employees and years of service, etc. John then asked our opinion on how to raise the retirement match. Should the next compensation pool include a TIAA increase or just salary increase? Should we try to bump everyone up at once to 2:1 or have a tiered system based on years of service? To move just a 1/4 of a point, it costs the college approximately \$200,000. It would cost approximately \$600,000 to move staff up based on years of service. Karen reviewed what other institutions are doing—what we're proposing is not uncommon. It was decided to pursue a salary and TIAA increase, which John will investigate. A two-tiered system was suggested—years of service including one to six and six and above. A decision needs to be made by the end of the fiscal year.

#### 2. Overtime laws and pending legislation.

Karen reviewed the upcoming legislation proposal pertaining to exempt and non-exempt employees. She explained that exempt employees are salaried and non-exempt are hourly employees, eligible for over time. Currently the salary basis is \$455/week or \$23,660/year. The new proposal is to raise it to \$921/week, or \$47,892/year. She explained that we may have to examine who could move from exempt to non-exempt, but then overtime hours would have to be considered also. An announcement by the Department of Labor will most likely be made in July and we would have 60 days to comply.

#### 3. Next Happy Hour.

Is Friday, April 1. It was decided we would have it in the Campbell atrium. Shellee will submit the EMS form. Ali asked about acknowledging the Summit staff for all their hard work with the travels and Peak Week. It was decided that we would acknowledge individuals during our happy hour, but that a larger celebration should probably be done by DOS.

#### 4. Upcoming Staff Council member election.

Whitney, Emily, Ali and Aimee will be rotating off at the end of this academic year. Emily will draft the e-mail to go out to staff electing new Staff Council members.

The next meeting will be Thursday, March 31 at 10:00 in the ITS Conference Room.

Respectfully submitted,

Shellee Fezatte

## **AGENDA**

### **Staff Council Meeting**

**March 31, 2016**

1. Happy Hour/Summit celebration April 1.
2. Update on Internal Communication Task Force (Emily).
3. TIAA-CREF match and compensation update (Emily and Whitney).
4. HR/Wellness planning retirement session?
5. Debrief BSC tour.
6. Elections/nominations update. Please talk this up with your colleagues!  
New terms start May 12.
7. Did Karen have something else she needed to talk about with the group?
8. Repainting the lines in the Rebekah parking lot.
9. Extending summer hours (M-Th, off Friday) to week after commencement and into August.

# STAFF COUNCIL MEETING

## March 31, 2016

Council members present: Emily Kandetzki, Henry Eyer, Whitney Brown, Kate Colussy-Estes, Robyn Dunn, Ronald Day, Aimee Kahn-Foss, Karen Gilbert, Mathavi Strasburger, Shellee Fezatte and David Thompson (faculty representative).

### Agenda items:

#### 1. Happy Hour/Summit celebration April 1

Emily announced that catering will be done by Calle Latina—Pete was not able to do it due to time constraints. Aimee will get wine, Emily will get more beer and Henry will pick up sodas. The volunteer sign-up sheet was reviewed.

#### 2. Update on Internal Communication Task Force (Emily)

Emily reported that no marketing/PR staff was able to make the meeting. Leah Owenby brought Nell Ruby who suggested offering a class on internal communications. The full proposal will be required by Kerry. A demonstration for a new portal was given and Emily said there was favorable response. It will take approximately two years to implement. Henry reported that students stated they find out about events from signs posted in the bathrooms and sandwich boards—NOT necessarily by social media.

The Programming Board has donated \$1,000 for bulletin boards in Campbell. A discussion followed about easier ways to communicate with students. Screens in Evans were discussed. Kimberly Knight is working on taking down the Bubble and The Irvine has a new format. The task force will have another meeting in a month.

#### 3. TIAA-CREF match and compensation update (Emily and Whitney)

News regarding the TIAA match will be announced to faculty and staff later. The SPAC team was presented with a third option of moving everyone to 3.5%—no higher. The proposed match on 3.5% would be 2:1 immediately upon implementation, with incremental increases for the next five years, ending at 2.85:1.

#### 4. HR/Wellness planning retirement session?

Nastacia will be arranging a 2-hour lunch and learn the end of April. It was suggested to invite recent retirees to share their experiences.

#### 5. Debrief BSC tour.

The Science Center tour was a huge success. Chris Randolph in Athletics volunteered to conduct a tour if we're interested.

#### 6. Elections/nominations update. Please talk this up with your colleagues!

Only eight nominations have been received so far. Emily is encouraging us to mention it to our colleagues about being part of Staff Council. The new term begins May 12. Those members rolling off can be re-elected if they agree to stay on. Editing the By-laws was discussed. We can change them to reflect longer terms, etc. Nominations end April 1 and 1:30.

#### 7. Did Karen have something else she needed to talk about with the group?

Karen explained that our benefit broker has been changed—we now use Northwestern Benefit. They offer more information and customer service.

The sexual misconduct (Title 9) policy will be revised. The GA Independent College Consortium Title 9 session will be sent to Staff Council for their feedback before sending it out to the campus.

Congress has created a bill to override the overtime rule. It is still in process. Karen will send Staff Council members an email with articles.

**8. Repainting the lines in the Rebekah parking lot.**

The subject of cleaning up and repainting the lines in the Rebekah parking lot was discussed. Emily mentioned the painting to John Hegman and he said he would check on the cost. Henry will send John an email voicing concern about the lines and the fact that visitors also use the lot and it may be confusing to them also. It was suggested to have it as a project during Community Day—the “Rebekah Beautification Project.” Since Rebekah construction will not be for a couple years, this would be a worthy project.

**9. Extending summer hours (M-Th, off Friday) to week after commencement and into August.**

Karen will meet with Cabinet next week about the holiday calendar and will present the request to them. After further discussion, it was decided that August may not be a good idea since so many things on campus are ramping up for the fall. Christmas/New Year holidays will be December 23-January 2. A proposal for the full day off Wednesday before Thanksgiving will also be presented. A lot of college campuses close for the whole week of Thanksgiving, and that may be pursued at a later time. Karen will send us the full schedule when it is finalized.

The next meeting will be Thursday, April 14 at 10:00 in the ITS Conference Room.

Respectfully submitted,

Shellee Fezatte



# **AGENDA**

## **Staff Council Meeting**

**April 14, 2016**

1. 360 reviews for Cabinet.
2. Diversity/inclusion workshop for staff.
3. Results of election.
4. Next happy hour.
5. TIAA match—outcome of lunch and learn—responses from staff?
6. BOT Staff Representatives:  
Tiffany Saddler -Academic Affairs  
Kate Schrum -Building and Grounds

# STAFF COUNCIL MEETING

April 14, 2016

Council members present: Emily Kandetzki, Henry Eyer, Whitney Brown, Kate Colussy-Estes, Robyn Dunn, Ronald Day, Aimee Kahn-Foss, Karen Gilbert, Mathavi Strasburger, TJ Greggs, Shellee Fezatte and David Thompson (faculty representative).

## Agenda items:

### 1. 360 Review

Emily explained that the 360 Review is the opportunity for staff to review select Cabinet members (this year President Kiss, John Hegman and Kerry Pannell) and that the BOT reads the reviews for President Kiss and President Kiss reads the reviews for the VPs. Emily made sure everyone was aware that the 360 Review had been e-mailed and encouraged members of SC to fill them out if one or more were received.

### 2. Diversity and Inclusion Workshop

Emily expressed that staff should participate in a Diversity and Inclusion Workshop. Emily asked David Thompson to comment on the faculty training and David gave a brief description on the training and the number of participants (20). David explained that Kijua Sanders-McMurtry and Kristian Contreras led the workshop and it was similar to the one that the BOT experienced at the retreat. It was suggested that we have 4 sessions (May, June, July, August) through the summer and make it available for both staff and faculty to attend. It was also suggested that we get the backing of the VPs to allow various departments to be able to close their office during the training for maximum turnout.

A lengthy discussion followed about the importance of diversity and inclusion training. A dedicated time needs to be scheduled soon by “management” so its importance is made clear to all staff and faculty. Emily will talk to Kristian and Kijua about scheduling something in May or August.

### 3. Results of election.

Emily reported that there were thirty nominees. Only three said yes and had approval from their supervisors. Eight never responded(!) It was agreed that those three plus Emily would be automatically elected. Those council members rolling off are requested to attend the May 12 meeting. Emily will notify staff that no election is necessary, and announce the names of the new Staff Council members.

### 4. Happy Hour May 6.

Emily was asked to have champagne at the next Happy Hour to celebrate faculty and staff retiring this year. Shellee will reserve Evans Terrace, along with the Lower Evans conference rooms and lobby in case of rain.

### 5. TIAA-CREF.

Karen will check to see if we could obtain a Power Point of the presentation given at the recent Finance Convocation. SC members were asked to check with John Hegman before sharing it with anyone. Karen reported that only three staff are contributing less than 5% to TIAA. Emily stated that the Cabinet is behind Option 2, but they feel the faculty is behind Option 1. David stated that he is surprised at the faculty's reaction.

Karen reviewed supplemental account options. An all-staff meeting was suggested after the final decision is made about the match process. It was requested that a TIAA Cref representative be present if possible. The match would go in to effect January, 2017. Karen will put a notice in The Irvine encouraging staff to consider opening (or continue to contribute) to a 403b along with a link for more information.

**6. BOT Representatives.**

Henry reported that Kate Schrum will fill in for Ali on the next Building and Grounds meeting and give feedback at our next SC meeting. Tiffany Sadler will represent staff on the Academic Affairs Committee.

Karen reviewed a few items:

Discussion regarding Student Life candidates.

HR will be moving in June or July to Hopkins. New employees over the summer will begin Monday, July 11.

The labor laws debate is on hold for the time being. Kate reviewed conversations with clergy staff at other colleges. They are tracking their time. Karen explained that housing compensation is included in total income—it's taxable wages, and again reviewed the bill being considered.

The next meeting will be Thursday, April 28 at 10:00 in the ITS Conference Room.

Respectfully submitted,

Shellee Fezatte

## **AGENDA**

### **Staff Council Meeting**

**April 28, 2016**

1. Diversity/inclusion workshop for staff. Ali to contact Kristian and Kijua to schedule.
2. Next happy hour. Emily will update volunteer spreadsheet. Shellee has reserved Lower Evans terrace/conference rooms.

List of retirees so far:

Karen Thompson  
Peggy Thompson  
JoAnn Thornton  
Carrie Wells  
Amy Whitworth?

# STAFF COUNCIL MEETING

April 28, 2016

Council members present: Henry Eyer, Whitney Brown, Kate Colussy-Estes, Robyn Dunn, Ronald Day, Aimee Kahn-Foss, Ali Carter, TJ Greggs, Shellee Fezatte and David Thompson (faculty representative).

## Agenda items:

### 1. Diversity and Inclusion Workshop

Ali reported that she reached out to Kristian and Kijua about scheduling a diversity and inclusion workshop for faculty and staff. It was suggested that she also contact Miriam Panton so it's on her radar also.

### 2. Happy Hour May 6.

Emily has posted the volunteer spreadsheet. The list of retirees to be recognized will be verified by Karen before the happy hour announcements. TJ will check if Trish Roberts is retiring. Those on the list retiring at the end of the school year are:

Karen Thompson  
Peggy Thompson  
JoAnn Thornton  
Carrie Wells  
Debbie Adams  
Trish Roberts?

Amy Whitworth (and maybe others) will be retiring at the end of 2016 and will be recognized at another time.

The next scheduled meeting of Staff Council is May 12, which is when the BOT will be on campus. It was decided to postpone the meeting until the following week—on May 19. We will recognize those rotating off the Council and Emily's service as Chair. TJ will be in charge of refreshments. Whitney will change the calendared meeting. All present and future Staff Council members will be invited.

The first meeting in June will be a planning meeting. Volunteers will be needed for positions on Staff Council.

Henry and Robyn gave Community Day updates. The Rebekah parking lot project was mentioned. Henry said that a sub-committee is checking in to it. A reminder was made about donations being solicited. Staff Council is in charge of the donation process. The community service sign-up sheet will be publicized soon.

Aimee asked if an internal community day was ever discussed. There are many projects around campus that could be taken care of by staff (and students?) in a half day or so. We could end the day with a Happy Hour. Henry will mention it at the next Community Day meeting.

The next meeting will be Thursday, May 19 (instead of May 12) at 10:00 in the ITS Conference Room.

Respectfully submitted,

Shellee Fezatte

## CALLED STAFF COUNCIL MEETING

May 11, 2016

Council members present: Henry Eyer, Robyn Dunn, Shellee Fezatte Emily Kandetzki, Mathavi Strasburger, Susan Kidd, Elizabeth Rowe, Nastacia Pereira and Lois Swords (ASC gardener).

Today's meeting was held to discuss the possibility of having a farmers' market at our June Staff Council Happy Hour. After some discussion, it was decided to plan it for Thursday, June 23, from 4:00-6:00 if the Decatur Farmers Market staff is available. Susan reported that an alum is part of the DFM and will be handling details and overseeing the event. Global Growers will participate.

Instead of ordering cheesy bread, the option of healthy snacks was discussed. Dips and veggies? The idea of having a staff competition for best dip or salsa was also discussed. We could use the leftover raffle tickets from Community Day and votes could be cast for each sample using them. Set up paper bags next to each?

Sustainability will ask King of Pops about participating. Elizabeth mentioned King of Crops also, which is also owned by King of Pops.

It was decided to offer hummus, guacamole, dips, chips and veggies as snacks. Shellee mentioned that she is a member of Costco and would be happy to get the items. Susan stated that she has a friend that offered to donate 120 craft beers for another event. She will contact him about donating for this happy hour. Staff Council will also have beer and wine, as usual.

It was decided to set up on the Rebekah front porch if it's available. Nastacia will bring games such as tug of war, and other eco-friendly games. The committee was asked to send ideas of games to Nastacia before the next scheduled meeting.

A flyer will be put together announcing the event, and encouraging staff/faculty to a) participate in the competition; and b) bring their own shopping bags. Payment options were discussed. This also needs to be noted on the flyer. Most vendors do accept debit/credit cards.

Emily mentioned the "Farmers to Forty" program selling coffee from Nicaragua. A buyers' club was discussed. She will investigate the possibility of having a table set up for that.

### To recap:

**Lois** will check with DFM to see if the date of Thursday, June 23 is convenient for them.

**Emily** will contact someone about flyers and the "Farmers to Forty" program.

**Sustainability** will check with King of Pops of their availability and secure the donated beer.

**Shellee** will reserve the Rebekah porch through EMS, requesting three long tables, (DFM will bring their own) a portable speaker and microphone and trash and recycling receptacles. Big fans?

**Henry and Robyn** will secure leftover raffle tickets from Community Day.

**Nastacia** will put together games.

The next meeting of this committee will be held Monday, June 13 at 1:00 in the DOC Conference Room.

Respectfully submitted,

Shellee Fezatte

# **AGENDA**

## **Staff Council Meeting**

**May 19, 2016**

1. Introduction of new Staff Council members.
2. Select new chairs for our sub-committees:
  - a. Calendar and Communication-open (new)
  - b. ASC 101-open (new)
  - c. Social/Happy Hour-open
  - d. Secretary-currently Shellee
  - e. Treasurer-currently Robyn
  - f. BOT Staff Rep Liaison-currently Henry
3. Select new chair-apparent.
4. Schedule BOT staff representative reports for next couple of meetings.
5. Revisit safety concerns on campus--such as classroom doors that don't lock from the inside or have no locks at all, updating procedures, having safety training, and doing regular lockdown and safety drills.
6. Farmer's Market Happy Hour scheduled for June 23.
7. Brief discussion and planned email to Cabinet about communication synchronization.

# STAFF COUNCIL MEETING

May 19, 2016

Council members present: Henry Eyer, Emily Kandetzki, Whitney Brown, Kate Colussy-Estes, Robyn Dunn, Ronald Day, Aimee Kahn-Foss, Ali Carter, TJ Greggs, Rachel Wilson, Barbara Miller, Karen Gilbert, Sussy Vasquez, Mathavi Strasburger and Shellee Fezatte.

## Agenda items:

### 1. Introduction of new Staff Council members.

Henry opened the meeting and suggested we go around the table introducing ourselves, since three new Staff Council members have joined us.

### 2. Select new chairs for our sub-committees.

Henry described the responsibilities of each sub-committee and asked for volunteers. The following Council members will serve:

- |                               |                     |
|-------------------------------|---------------------|
| a. Calendar and Communication | -Mathavi and Rachel |
| b. ASC 101                    | -Kate and Emily     |
| c. Social/Happy Hour          | -TJ                 |
| d. Secretary-currently        | -Shellee            |
| e. Treasurer                  | -Robyn              |
| f. BOT Staff Rep Liaison      | -Robyn              |

### 3. Select new chair-apparent.

Henry and Emily reviewed the position's responsibilities. Kate and Robyn were nominated. Kate accepted the position.

### 4. Schedule BOT staff representative reports for next couple of meetings.

Robyn will report on Buildings and Grounds and Student Life, and Kate will report on Faith and Learning during our June 2 meeting. Robyn will invite Jaxen Solseng to report on the Investment Committee and Henry will invite Tiffany Sadler to report on Academic Affairs on June 16.

### 5. Revisit safety concerns on campus--such as classroom doors that don't lock from the inside or have no locks at all, updating procedures, having safety training, and doing regular lockdown and safety drills.

Emily summarized the drill that was done in November, which was unsuccessful due to lack of instruction and communication. The fact that several classrooms cannot be locked from the inside and that there are no clear emergency procedures in place is very disconcerting. It was suggested that a Town Hall meeting be held by Public Safety. Barbara mentioned that she has several ideas on this topic and will e-mail Chief Hope. A "Meet the Heat" session was also suggested for ASC 101.

Weather catastrophes and the possibility of train derailment training are also needed.

Aimee mentioned that sometimes strangers come in and out of Rebecca off the street and people come in asking for tours when they don't have a daughter interested in attending ASC. Policies need to be implemented to address this.

These issues will be the main topic of discussion at our next meeting on June 2.



**6. Farmer's Market Happy Hour scheduled for June 23.**

In partnership with Sustainability, we will be holding a farmer's market at our next Happy Hour, which is being scheduled for Thursday, June 23. Global Growers and Farmers to Forty will be setting up tables, along with Decatur Farmer's Market. Nastasica will bring some games, and a dip and salsa competition will be held. Veggies and chips will be available for dipping. Recycled raffle tickets from Community Day will be used to enter votes.

Emily is working on a flyer with all the details, including payment options—some vendors do take credit/debit cards.

**7. Brief discussion and planned email to Cabinet about communication synchronization.**

The delay in staff receiving the change in benefits communication was discussed. The faculty was notified during their meeting on May 6. Karen explained that she had been told that President Kiss would be sending out an e-mail (at Laura Martin's suggestion) the following Monday, the 9<sup>th</sup>. It didn't go out as scheduled, so Karen decided to send it out the following week.

Regular meetings being set up for staff communications were discussed. Nell Ruby will be the FEC chair next year. Henry will begin an e-mail to the Cabinet on the Google drive for us to add to, to address this issue.

Emily stated that e-mails to #Staff Council only go to Council members, so if you want to send a message or want feedback on anything, it's a safe option.

We then thanked Aimee, Ali and Whitney for their Staff Council service.

The next meetings in June will be Thursday, June 2 and 16<sup>th</sup>. They will resume July 7, and every two weeks after that, at 10:00 in the ITS Conference Room.

Respectfully submitted,

Shellee Fezatte

# **AGENDA**

## **Staff Council Meeting**

**June 2, 2016**

1. **BOT staff representative reports:**
  - Robyn Dunn                      -Buildings and Grounds
  - Student Life
  - Jaxen Solseng                 -Investment Committee
  
2. **Safety concerns on campus:**
  - Classroom doors that don't lock from the inside or have no locks at all
  - Updating procedures
  - Safety training
  - Regular lockdown and safety drills
  - "Meet the Heat" at ASC101
  - Town Hall meeting with Chief Hope and safety officers
  
3. **Farmer's Market Happy Hour update (June 23)**
  
4. **E-mail follow up to Cabinet about communication synchronization**
  
5. **Update on Diversity Training**

# STAFF COUNCIL MEETING

## June 2, 2016

Council members present: Henry Eyer, Emily Kandetzki, Kate Colussy-Estes, Robyn Dunn, TJ Greggs, Rachel Wilson, Barbara Miller, Karen Gilbert, Sussy Vasquez, Mathavi Strasburger and Shellee Fezatte.

Henry welcomed everyone to the meeting and introduced Jaxen Solseng.

Agenda items were discussed:

### 1. **BOT committee staff representative reports.**

**Investment:** Jaxen reported that LCG Associates handles our portfolio managers for stock investments and are doing a great job. Large decisions are always brought to the Board. This quarter we did poorly, but not drastically. Cash was pulled out of our endowment (which as of 3/31/16 is approximately \$260M) for SUMMIT.

**Buildings and Grounds:** Robyn Dunn stated that the committee name will be changing to Environment and Facilities, and that some sub-committees will be moving to other BOT committees. There is still approximately \$2M to be raised before Phase II of the Rebekah renovation can begin next year.

312 S. Candler will be the new president's house. The construction company has changed and the cost is lower. There may be some action taking place in the next 30 days or so. HR will be moving to the second floor of Hopkins some time this summer. Other departments may be moving to different buildings also. Lower Buttrick is in the process of being renovated.

Turning the soccer field into a new softball field/running trail is a possibility due to the generosity of someone on the Athletics Advisory Board. The soccer field will basically flip to accommodate this. One-fifth of the funds needed has already been raised. This will help with the social life of the college; it will not be rented out to the community.

In the meeting, Sustainability announced that there is room for more solar panels on campus. We will update our climate action plan and benchmarks earlier than expected. They will be adding Sustainability to the Admissions tours.

**Student Life:** Robyn reported that the BOT meeting was held in lower Winship. She indicated that there was an extensive discussion about the condition of the residence halls. New carpeting and furniture is scheduled for Hopkins, along with some table games. The proximity of the Muslim prayer room to the common area was discussed, and some solution will have to be made to accommodate them.

**Faith and Learning:** Kate Colussy-Estes mentioned that Kimberly Knight is also a staff representative on this committee, but has moved to FL, so will not be participating any more. Abraham Zablocki is the faculty representative. She gave an update at the meeting on the recent travel through SUMMIT.

Local Presbyterian Church clergy were invited for a luncheon on campus recently to learn more about SUMMIT, and there is a new clergy member coming on the Board next year. Kate would like to see something planned specifically for women clergy to come to campus also. Brainstorming ideas followed, something will be planned for after Christmas or before classes begin in January.

Henry and Robyn will reach out to the other staff representatives for their reports at upcoming meetings.

**2. Safety Concerns on Campus.**

Barbara will reach out to Chief Hope about the concerns we've discussed and the possibility of a Town Hall meeting with public safety. Discussion followed about the possibility of designated safe spaces on campus and individual bathroom stalls having locks on them (the floor to ceiling cubicles). A meeting with Staff Council members will be scheduled with Chief Hope before a town meeting is scheduled.

**3. Farmer's Market Happy Hour update (June 23).**

Emily will send out the flyer draft to Staff Council members for their input. It will then be sent out electronically to faculty and staff.

**4. E-mail follow up to Cabinet about communication synchronization.**

Henry did some edits on Emily's draft. A few more tweaks will be done and it will then be sent out to President Kiss, the Cabinet and copied to Lea Ann Hudson.

Emily stated that she had dropped previous e-mails in to Google docs.

**5. Update on Diversity Training.**

Henry reported that Ali Carter had reached out to the Dean of Students office but has not heard anything back yet about scheduling a session on diversity.

The initial idea was to offer diversity training by Kijua to faculty and staff. Karen brought up the fact that supervisors should not be in the same sessions as the staff that reports to them because so many things are confidential. It was discussed that an informational form could be sent out, along with a form to fill out and return if they're interested in participating. We could then assign groups from those responses. TJ and Rachel will continue to try to schedule this.

The next meeting will be Thursday, June 16 at 10:00 a.m. in the IT Conference Room.

Respectfully submitted,

Shellee Fezatte



**FARMERS' MARKET HAPPY HOUR**  
**STAFF COUNCIL MEETING**  
**June 13, 2016**

Council members present: Henry Eyer, Robyn Dunn, Shellee Fezatte Emily Kandetzki, Nastacia Pereira and Lois Swords (ASC gardener).

It was mentioned to change the setup to the gazebo side of the Rebekah porch. Shellee will contact EMS about the switch.

Lois stated that the King of Pops and King of Crops is not available on the 23<sup>rd</sup>. Global Growers and a representative from GA Organics will be here, along with the Forty to Farmers coffee person. Emily said that the coffee will be cold brewed—which will be a welcome relief in the hot weather. Most vendors should be able to accept debit/credit cards.

The need for heartier snacks was discussed and it was decided to do meatballs. Emily, Robyn and Shellee will bring crock pots and Shellee and Robyn will make the meatballs around noon on the 23<sup>rd</sup> in the Rebekah kitchen.

Wine will need to be purchased, along with possible supplemental beer (depending on how much Susan will be able to obtain).

Prizes for the dip contest were discussed. It was decided that first prize will be a bag of coffee, second \$10 and third \$5.

The following duties were delegated:

- Lois**        -contact King of Pops about pricing for purchasing pops  
                  -bring cucumber strips from garden for dips
- Henry**       -get in touch with Pete about storing pops the day before in the freezer  
                  -coolers of water  
                  -plastic cups from dining hall—how much to wash? Compostable cups?  
                  -two large fans and extension cords  
                  -frozen meatballs, BBQ sauce, grape jelly  
                  -check on party cart in Evans
- Emily**        -dip delivery systems (tortilla chips, carrots, celery, pita)  
                  -6 oz. glasses from IKEA  
                  -contact Susan about free beer  
                  -glass jars to put vote tickets in for dip entries  
                  -crock pot for meatballs  
                  -small paper plates/napkin/toothpicks (for meatballs)
- Robyn**        -crock pot
- Shellee**      -crock pot (will make meatballs in sauce at noon on the 23<sup>rd</sup>)  
                  -switch location to gazebo side of Rebekah porch  
                  -reserve gazebo for dip contest
- Nastacia**    -games (giant game of Pong, Kan Jam, volleyball, badminton, corn hole)  
                  -bring sunscreen, bug spray

Having some sort of water games was discussed, but then vetoed.

The committee will plan on being at Rebekah at 3:00 on the 23<sup>rd</sup> to help with set up.

Nastacia mentioned a topic that was brought up in her recent Wellness Ambassador meeting. Many staff aren't familiar with the offices on campus. Suggestions of campus tours were discussed. This will be discussed in the Staff Council meetings in the fall.

The next meeting of this committee will be held Monday, June 20 at 1:00 in the DOC Conference Room.

Respectfully submitted,

Shellee Fezatte

# **AGENDA**

## **Staff Council Meeting**

**June 16, 2016**

1. **Safety concerns on campus**  
Chief Henry Hope  
Classroom doors that don't lock from the inside or have no locks at all  
Updating procedures  
Safety training  
Regular lockdown and safety drills  
"Meet the Heat" at ASC101  
Schedule Town Hall meeting with Chief Hope and safety officers
2. **BOT staff representative reports**  
Will take place on July 7
3. **Farmer's Market Happy Hour update (June 23)**
4. **Staff joining Admissions tours**
5. **Replacement of Erica Hardy—Robyn Dunn**
6. **Update on Diversity Training**



# STAFF COUNCIL MEETING

June 16, 2016

Council members present: Henry Eyer, Emily Kandetzki, Robyn Dunn, Rachel Wilson, Barbara Miller, Sussy Vasquez, Ronald Coleman and Shellee Fezatte.

Henry welcomed everyone to the meeting and introduced Chief Henry Hope.

Agenda items were discussed:

## 1. **Safety concerns on campus**

Henry asked Chief Hope how Staff Council could assist Public Safety to help engage the campus community to be more safety-oriented. A “Meet the Heat” session was suggested during one of our ASC101 sessions. Two sessions are being scheduled for students next year. Henry explained that too few people are concerned about safety. Building captains were discussed, and in light of all the staff changes, this needs to be revisited. Emily suggested that Staff Council members be appointed building captains in their respective building. It was suggested that a Town Hall meeting be scheduled and safety training could be the topic.

Spotty phone reception was discussed. Henry Eyer will contact Neta Counts about the possibility of having phone reception switched over to WiFi when needed.

The Bullock Science Center and McCain Library are the buildings that are worst in terms of doors locking on the inside. Sussy said that Facilities had done a walk-through in Buttrick making notes of doors needing locks. Building exercises and building captain-led drills were suggested. Basic survival techniques should be common sense when someone is in danger.

It was agreed that guidance needs to come from the VP and supervisory levels about emergency procedures being implemented and practiced. Staff Council members stressed to Henry that we are here to help in any capacity.

Rachel mentioned that their “front line” students and tour guides are being trained for emergencies. Chief Hope suggested that when a stranger approaches you asking about the location of a building, send them to Public Safety. There have been more homeless people on campus lately than normal.

Chief Hope would like to have more buy-in by faculty and staff in reference to safety measures. He stated that a lot of times drills are scheduled and faculty, in particular, ask for them to be rescheduled or cancelled because it’s inconvenient. More testing on a communication system is being done and a drill is being planned for the fall. A map of each building and safety procedures will be implemented.

## 2. **BOT staff representative reports**

The following reports will be given during the July 7 meeting:

Beth VanZant – Finance

Tiffany Sadler – Academic Affairs

Robyn mentioned that Erica Hardy needs to be replaced for the Enrollment Planning Committee. Casey Long’s name was suggested. Robyn will contact her. Henry will send Robyn the e-mail that he sent previously asking staff to participate on the BOT committees.

**3. Farmer's Market Happy Hour update (June 23)**

Emily stated that so far there are 42 RSVPs, with 13 contestants for the dip contest. Emily updated the volunteer spreadsheet to reflect needs that day. Henry demonstrated how to get in to the Google docs.

Sussy mentioned that the Health Fair is being scheduled for August 18 and wondered if the August Happy Hour could coincide with that? It will be discussed further at the next meeting.

**4. Staff joining Admissions tours**

The idea of having staff join the Admission tours came out of the last Wellness Ambassador meeting. Rachel stated that they do have tour guides for 20 minute tours, she will see if an additional tour guide could be arranged to have a Friday tour to culminate at the Staff Council Happy Hour. She volunteered to coordinate staff tours and will check with Alexa about that.

Sussy mentioned that at another place she was employed, a passport was given out to new staff and they were encouraged to visit each building (having their passport stamped or noted that they were there). It was agreed that this may be an idea to pursue.

**5. Update on Diversity Training**

No response received yet about this.

The next meeting will be Thursday, July 7 at 10:00 a.m. (and every two weeks after) in the IT Conference Room.

Respectfully submitted,

Shellee Fezatte

**FARMERS' MARKET HAPPY HOUR**  
**STAFF COUNCIL MEETING**  
**June 20, 2016**

Council members present: Henry Eyer, Robyn Dunn, Shellee Fezatte Emily Kandetzki, Nastacia Pereira, Elizabeth Rowe and Lois Swords (ASC gardener).

The “to-do” list was reviewed.

The issue of composting was discussed. A container of some kind will be on site and we will determine later where to dump it—possibly at the DeKalb Farmer’s Market.

**Shellee** contacted EMS to change the setup to the gazebo side of the Rebekah porch. She also reserved the gazebo and requested that two 6’ tables be set up for the dip contest.

**Lois** will call King of Pops and ask if they can bring their cart on Thursday. She was told that a minimum of 100 pops needed to be purchased, and the committee decided to go ahead and purchase the 100. If they can’t bring the cart, **Elizabeth** will go by and purchase the pops with Emily’s p-card.

**Robyn, Henry and Shellee** will bring crock pots and Shellee and Robyn will make the meatballs around noon on the 23<sup>rd</sup> in the Rebekah kitchen. Henry has already purchased the meatballs and BBQ sauce. Shellee will donate paper plates from 212.

**Emily** will purchase beer, wine, napkins, and spoons. She bought 30 wine glasses at IKEA and will bring those. She will also make sure veggie balls are made.

**Henry** will get cups and a big cooler of ice water from the dining hall.

**Nastacia** has purchased the games.

The committee will plan on being at Rebekah at 3:00 on the 23<sup>rd</sup> to help with set up.

Respectfully submitted,

Shellee Fezatte

# STAFF COUNCIL MEETING

July 7, 2016

Council members present: Henry Eyer, Karen Gilbert, Robyn Dunn, Rachel West, Barbara Miller, Mathavi Strasburger and Sussy Vasquez.

## Agenda items:

### 1. **BOT staff representative reports**

Tiffany Sadler gave a report on the Academic Affairs committee. At their last meeting, they discussed Summit Global Curriculum development and the Journeys trips. A one-credit course called “Eat the World” was introduced and will look at global patterns through the lens of food. The Journeys destinations for 2017 will include Jamaica, Northern Ireland, Chile, Croatia, Trinidad, Cuba, Puerto Rico, Nicaragua, and the Navajo Nation. The topic of the Zika virus did not come up in this particular conversation. There was also an update from the Faculty Summit Committee, which is revamping LEAD 101 and 102 outcomes and will later revise LEAD 200. The desire is for these courses to have more of a project-based approach that emphasizes working in teams.

Beth Vansant gave a report on the Finance committee. The committee approved the 2016-2017 budget during their June 21 conference call. The budget is based on the college having 265 first-year and 877 full-time equivalency students. The college maintains its goals of reducing endowment spending and the discount rate over time. The college is looking at different models to revamp the TIAA-CREF match to make it more equitable. Two percent raises will occur in October, along with one percent allotted for additional benchmark compensation needs. Discussions on the Fair Labor Standards Act are ongoing, and the college has a reserve fund to meet those needs as it is estimated compliance will cost the college \$150,000-\$200,000 a year. We are seeing the success of Summit financially via net tuition revenue, and while there are still some gaps requiring bridge funding for at least the next two years, the college is stable.

Beth was also asked about the potential on-campus softball field, and she shared that the Athletic Advisory Board is looking into the feasibility of rotating the soccer field and adding a softball field and community running trail. There are several factors to consider, though, such as funding and lights, so if this happens, it would not be for several years.

### 2. **Update on new BOT staff representatives**

Casey Long has agreed to be the staff representative on the Enrollment, and Robyn is recruiting a staff member to fill the open spot on the Faith and Learning committee.

### 3. **Farmer’s Market Happy Hour Debrief**

Attendees seemed to have fun at the farmer’s market happy hour. The farmers and coffee growers were engaged. All the coffee was sold, and several people signed up for the ASC coffee group. The farmers sold about half of what they brought, which is considered a success from their perspective. Only five people (out of an original 15 or so) brought dips for the contest, but people really enjoyed them. The meatballs were popular, and there were only about 20 King of Pops popsicles leftover. The party cart is safe in Henry’s office. Several people participated in Nastacia’s field day activities despite the heat.

### 4. **Update on Diversity Training**

There is no update on diversity training as the relevant parties have been away on vacation/business. We would like to have a training session in fall and another in spring to accommodate mid-year hires.

### 5. **Next Happy Hour on August 18<sup>th</sup> in Winship Lobby**

Joeleen’s office offered to sponsor the next happy hour to show off the renovated lobby of Winship. However, the suggested date is the same day as the Health Fair and Faculty Retreat, as well as the day

before move-in. Henry will ask Joeleen if we can have happy hour a week earlier to avoid having competing interests. If Winship will not be finished by then, Karen said Human Resources would be happy to show off their new space and could host the happy hour there instead.

Emily Welsh from admissions is willing to coordinate campus tours for staff from 3-4 p.m. before a happy hour if people sign-up in advance so she knows how many guides to provide. People could sign up for a tour at the same time they RSVP for happy hour.

Karen mentioned that the college used to have weekly breakfasts in the summer, hosted by a division, to get everyone together. It would be a nice tradition to bring back. Staff Council wants to host one on the Rebekah porch July 28<sup>th</sup> and can provide bagels, fruit, and coffee. If the event goes well, the tradition could be brought back next summer.

The next meeting will be Thursday, July 21 at 10:00 a.m.

Respectfully submitted,

Robyn Dunn

## **AGENDA**

### **Staff Council Meeting**

**July 21, 2016**

1. Meet with Kijua Sanders-McMurtry to discuss possible town hall
2. Update on ASC101
3. Update on **Breaking Bagels**
4. Update on first **Happy Hour** of the year in Winship-August 5th!

# STAFF COUNCIL MEETING

July 21, 2016

Council members present: Henry Eyer, Emily Kandetzki, Robyn Dunn, Rachel West, Barbara Miller, Mathavi Strasburger, Ronald Day, and TJ Greggs. Kate Colussey-Estes called in.

## Agenda items:

- 1. Meet with Kijua Sanders-McMurtry and Kristian Contreras to discuss possible town hall**  
Tanzania Nevels emailed Kijua in response to plans for the social justice retreat for students. The retreat had been scheduled for later in the fall but was moved up to August 27<sup>th</sup>, plans for which will be finalized within the next week. Shaun King will attend, and the college has received a huge positive response so far. The retreat will be multi-generational, as some alumnae are invited. Eight other colleges have been invited as well. Tanzania encouraged us to think about how faculty and staff are also struggling and need additional support and suggested a similar retreat, panel, town hall, or round table to gather and discuss what is happening in the world. Staff Council agreed to organize and promote whatever event(s) we come up with in collaboration with the FEC. The group discussed the desired outcome of such an effort and what we hope to accomplish.

The Board of Trustees had diversity training at their February meeting, and the faculty has requested the same for their August retreat. Kijua said we want to be intentional and not just reactionary, so in addition to training, we should incorporate healing, as many are feeling sad and hopeless. Kate suggested we reach out to Patricia Snyder, a pastor in Baton Rouge whose daughter Jane graduated from Agnes Scott in May. Patty was recently on NPR and would be a good resource to visit in six to nine months.

Not just one program or event will suffice, so it was suggested we have a monthly event for ongoing dialogue. Some staff members have previously expressed a desire for their own version of Think Live Engage, and Nell Ruby suggested a series of events focused on our mission of engaging the social and intellectual challenges of our times. If we have a series of events, we must think about how we stay energized and hold ourselves accountable. Previous reports on the Diversity Action Plan were not communicated widely, so we should communicate our action items more visibly – perhaps via a website.

It is also important that everyone has a voice, as some on campus have expressed they feel like they can't say anything right now. When we invite speakers to campus, we should consider inviting some moderate presenters, too, so everyone can hear from their peer groups. Similarly, while Kijua and Kristian can be facilitators, they should not be the only ones. People have a breadth of experience outside of their daily jobs, and we should acknowledge that by surveying employees about their willingness to help lead these difficult conversations.

Those who were unable to attend “Not on Our Watch: A Call for Justice and Peace Dialogue” asked those who were there to describe it. Many great ideas came out of this meeting, as people shared their thoughts and feelings and brainstormed in small groups what the college can do to create a better and safer climate for the LGBTQ community (e.g. stronger presence at Pride, vigil, partnering with the city of Decatur, open letter in alumnae magazine, etc.). Staff Council decided to organize a follow-up to “Not On Our Watch” to talk about what came out of the first meeting and what we are doing moving forward. TJ volunteered to co-lead. It would also be helpful to have faculty allies in the room, not necessarily to lead discussion but as protective pillars. The group will schedule a time next week to reconvene and bring departmental calendars together to find a good time for this event in August.

It was also suggested the college have its own version of StoryCorps, for which a sound booth could be set up in the D-Center. Rachel mentioned that at her previous institution, students voted on one faculty member and one staff member to give a talk, similar to a last lecture or LeaderStories.

2. **Update on ASC101**

Emily sent out a survey about potential topics and speakers and received good feedback, so the agendas for August and September are almost done. We will try to host these monthly, typically the last Monday in each month as the college's schedule allows.

3. **Update on Breaking Bagels**

This laid-back event will be next Thursday, July 28<sup>th</sup>. Emily designed the invitation, and Henry has ordered the bagels from Einstein's. Pete is supplying coffee.

4. **Update on first Happy Hour of the year in Winship**

Joeleen suggested August 5<sup>th</sup> for this event. However, that is the same day as the DOS retreat, so we should probably find another date. It was suggested that we also find a time for a Staff Council retreat.

Respectfully submitted,

Robyn Dunn



**NOT ON OUR WATCH FOLLOW-UP  
STAFF COUNCIL MEETING  
July 26, 2016**

Council members present: Henry Eyer, Emily Kandetzki , Robyn Dunn, Rachel West, Barbara Miller, TJ Greggs, and Sussy Vasquez.

The group discussed possible dates to hold a follow-up Not On Our Watch meeting. There will never be a perfect time, but it should be therapeutic for whoever can be there. The college's diversity calendar is constantly changing based on the latest news, but the Week of Welcome is August 29-September 2. However, many employees will be absent right before Labor Day. Not on Our Watch 2 could be held on August 26<sup>th</sup>, as a lead-in to the social justice retreat.

We also discussed the purpose of Not on Our Watch 2, which will honor the excitement from the initial meeting and follow up on the action items discussed while also explaining our intentions and launching a new ongoing series of events. The new series, called Thoughtful Hour, will be flexible and inclusive, focusing on hot topics in the news and providing a space for introspection and reflection. Some employees have previously suggested an expanded Think Live Engage for faculty and staff, so this can help fulfill that desire.

We should provide food for Thoughtful Hours, and it was suggested we combine them with happy hours. However, this would interfere with the faculty meetings. Since faculty diversity is a college priority, we want to give faculty members the option of attending. Two weeks before happy hour, or the third Friday of every month, might be a good time for Thoughtful Hours. Perhaps we need to "take back convocation hour" which is traditionally Tuesdays and Thursdays 1 p.m.-2 p.m. and Fridays 2 p.m.-3 p.m., but many offices, including Student Life, make use of that time. We can poll people to see what time works best for the majority to make Thoughtful Hours a priority. Although they rarely attend Friday events, students will be invited, but the focus for Thoughtful Hour will remain on faculty and staff members. The topics can be presented as items students are thinking about and issues that are important to them and thus should also be important to us. We also discussed giving people an anonymous way to share their concerns and suggestions outside of the meetings, as some might be afraid they will be judged. We can provide an old-fashioned drop box at happy hours.

The group wondered if this would be enough or if it is even the right thing to do. SafeZone has a clear curriculum and set of programs, so we could use the same structure and simply tweak it for faculty and staff. However, we have the opportunity to branch outside of regular training and workshops. To make this work, we will need additional facilitators. We have lots of people who can address a variety of topics right on campus.

TJ volunteered to help facilitate the first Thoughtful Hour on September 16 and suggested it focus on gay pride. In order for Thoughtful Hours to have the most impact, facilitators should provide calls to action, or specific things people can do to be better allies and ways to empower them to speak to their own peer groups. Gender identity is another topic that should be the focus of one of the Thoughtful Hours, as it is a complex issue that has seen so much change in the last decade that many employees need to be educated on it. The main concern is that we will be preaching to the choir and that those who most need to hear about these issues will not attend.

Kristian will check to see that orientation programming does not conflict with any of our plans, and Emily will get the Thoughtful Hours on the calendar. We will ask President Kiss to send an announcement to the campus, as it will have more impact coming from her. Thoughtful Hours can be co-sponsored by Staff Council, the Center for Diversity and Inclusion, the President's Office and potentially the FEC (Emily will follow-up with Nell). Staff Council will discuss further plans for publicity at next week's regularly scheduled meeting.

Respectfully submitted,

Robyn Dunn

# STAFF COUNCIL MEETING

August 4, 2016

Council members present: Henry Eyer, Kate Colussy-Estes, Ronald Day, TJ Greggs, Barbara Miller, Karen Gilbert, Sussy Vasquez and Shellee Fezatte.

## Agenda items:

### 1. **Lea Ann Hudson**

#### **Re: Community Forum on August 10**

Henry introduced Lea Ann who will talk about Staff Council's involvement in the Community Forum on August 10. Last year we ushered new staff to their designated seating area. Previous years were discussed. Henry will ask Mathavi to send out a reminder to all staff and faculty about tomorrow's Happy Hour and the Community Forum, encouraging everyone (especially new staff members) to attend. Lea Ann will then put in the Community Forum announcement in The Irvine on Monday.

The agenda was reviewed. Staff Council will have a time slot in which Henry can review ASC101, Thoughtful Hour, Happy Hour and other items. He will then hand it off to TJ to ask new staff to introduce themselves.

Staff Council members will help with meet and greet and direct new staff to a designated area.

### 2. **Next Happy Hour—August 5**

Henry thanked everyone for signing up on the volunteer sheet in such a timely manner. He now has the party cart in his office, and will get leftover beer from Pete on Friday. Kate mentioned the possibility of recognizing Joeleen at the Happy Hour, but it's doubtful that Joeleen will be attending.

TJ suggested that each Staff Council member think of 3-4 staff members that do not regularly attend Happy Hours and issue a personal invitation. Faculty, especially, were mentioned.

### 3. **Scheduling another Farmer's Market**

The possibility of having the second Farmer's Market at the new Development/Advancement Services office at 212 S. Candler was discussed. Shellee will make the arrangements. The first Fridays of September and October may pose problems, but Henry will check with Nell about the scheduling of faculty meetings during those months and we will coordinate the Happy Hour on the same date(s).

### 4. **Update and Discussion on "Not On Our Watch 2"**

The follow up meeting to Not On Our Watch will be August 26 at 2:00 p.m. Emily will reserve space and send out calendar requests. Kate and Emily will meet and talk about topics to be offered ahead of time. They should be topic-driven to open up honest dialogue. TJ will facilitate the Thoughtful Hour on September 16 focusing on gay pride.

A suggestion box was mentioned to have available at Happy Hours for people to suggest topics for discussion.

The next meeting will be on Thursday, August 18 at 10:00 in the ITS Conference Room.

Respectfully submitted,

Shellee Fezatte

# STAFF COUNCIL MEETING

July 21, 2016

Council members present: Henry Eyer, Kate Colussey-Estes, Robyn Dunn, Karen Gilbert, Sussy Vasquez, TJ Greggs, and Mathavi Strasburger. Nell Ruby also attended.

**1. Thoughtful Hour tomorrow**

We are ready for tomorrow's first Thoughtful Hour with TJ at 2 p.m. in Lower Evans A&B. TJ handed out a general outline, and the group agreed that compassion and respect should be the underlying theme of all Thoughtful Hours.

For the next Thoughtful Hour in October, the election will be the main topic. It should go beyond the presidential election and emphasize why local elections are also important. Kate will reach out to Robin Morris to see if she is willing to lead this discussion as a revisit to the recent "Beyond the Left and Right" symposium. We need to think about how we are serving the conservative population on campus while also recognizing that there will be people who do not want their political leanings known at the workplace.

**2. Election posters**

Kate passed out extra vote posters for us to hang in our offices. Faith Sumpter asks that we follow campus posting rules. Sussy will hang some in the residence halls.

**3. Update from Karen on FLSA**

Karen and John Hegman met with President Kiss on Friday to review their basic recommendations for complying with FLSA by the December 1 deadline. Karen and President Kiss will meet with a few VPs to discuss specific positions within their divisions. 13 people will have their salaries raised to meet the new threshold; 2 people will likely be reclassified as non-exempt; and 5 people are in flux. Since we have 10-month and 11-month employees, \$913/week is the figure we are paying attention to more than the \$47,476 annual salary figure. There remains a question of how we will handle the issue of compression. If you talk to anyone concerned about their individual situation, please send them to Karen.

The previously scheduled salary increases will take place on October 1 (2% across the board raises and 1% at the officers' discretion). Salary letters are in the works but may come out after October 1. In the strategic plan, there is a compensation study that addresses getting benchmarked jobs to market standards. The college plans to address one-fifth of this population every year beginning in January.

Kate suggested we host an all-staff meeting by the end of this semester to communicate all of this information. There is anxiety about potential animosity if everyone knows what exempt employees are making. However, since this is an issue people are talking about, it is best we address it. There is a rumor that complying with FLSA will affect the TIAA-match restoration plan, so it might also be helpful if HR publishes an FAQ document for those who may not be able to attend the forum.

**4. Internal Community Day suggestion**

John Hegman and Tim Blankenship did not approve our idea to repaint the lines in the Rebekah parking lot, as the entire lot will be repaved when the Rebekah renovation begins next year. When we originally discussed this, it sparked the idea of an “internal” Community Day to focus on campus projects the entire ASC community could participate in. The group discussed making this a Peak Week activity as a way to get to know students in a fun, relaxed way. Nell also suggested we consider a “Peak Day” during the summer for staff. Dawn Killenberg and Honi Migdol would need to be involved. And since these events would take people away from their offices, we need buy-in from the VPs. Karen suggested Staff Council formally propose an internal Community Day to the cabinet via an email or memo that lays out the steps and asks for their blessing. If we get approval, we could invite staff members to be on the planning committee.

**5. Staff Survey**

Henry, Karen and Nell are on the Strategic Planning Advisory Council, which has been tasked with finding out how staff members feel about professional training opportunities at the college. We reviewed the results of the last staff survey we sent out a few years ago. Many requested training in project management. This year’s survey should be much shorter (5 questions) and have an open-ended question that asks something like “What can Staff Council do to support you?” Karen would like to include a question about morale/employee engagement, so we brainstormed words for phrasing (e.g. investment, meaningful, valued, fulfilled, rewarding, etc.). Henry is concerned that some staff members may be discouraged by their supervisors from attending Staff Council-sponsored events, so we might be able to ask about this as well.

## **AGENDA**

**Staff Council Meeting  
September 29, 2016  
ITS Conference Room  
10:00 a.m.**

- 1. Marti Fessenden**  
Special Counsel to the President and Title IX Coordinator
- 2. October 14 Happy Hour/Farmer's Market update**
- 3. October 21 Thoughtful Hour**  
Election information  
Kate—Robin Morris available?  
Feedback on September Thoughtful Hour?
- 4. Staff Survey**
- 5. Internal Community Day**  
Proposal to Cabinet

## **AGENDA**

**Staff Council Meeting  
October 13, 2016  
ITS Conference Room  
10:00 a.m.**

1. **Every Campus a Refugee – Martha Ille Visiting**
2. **Tomorrow's Happy Hour/Farmer's Market update**
3. **October 28 Thoughtful Hour update**  
Note: Date/time change
4. **Movie Shoot Unhappiness**
5. **All Staff Title IX meeting**
6. **Building Tour? Coffee with VP?**

# STAFF COUNCIL MEETING

October 13, 2016

Council members present: Henry Eyer, Kate Colussey-Estes, Emily Kandetzki, Robyn Dunn, Karen Gilbert, Sussy Vasquez, TJ Greggs, Rachel West, Ronald Day, Lee Davis, and Mathavi Strasburger.

## 1. **Every Campus a Refuge**

The college is preparing to welcome a refugee family as part of the Every Campus a Refuge program. Martha Ille is in communication with student Mishaal Khan who is helping to organize the effort. Martha asked if Staff Council could help advertise for donations of furniture and toiletries. Staff Council is happy to do so, but we need more concrete information. Sussy will forward Martha the information she received back in June regarding the furniture that Facilities said it could donate for the 2-bedroom duplex the college is offering rent-free for six months. The college will eventually need to furnish 25 Avery Glen apartments, so we need to find out if the furniture being donated to the family is permanent or temporary. It might be also helpful to do a walk-through to see what furniture might still be needed. Before we ask the ASC community for donations, we need to know exactly what we are asking for.

Kate will follow up to find out what she can about the progress and also pointed out that there are multiple resettlement agencies in the Clarkston area that could guide us. Lee suggested looking at New American Pathways and Atlanta Furniture Bank for other needs. Guilford College could be used as a model, and Emily knows a professor at Rollins who could be another resource.

## 2. **Happy Hour/Farmer's Market**

Even though it's not in keeping with the ideals of our guest SUMMIT speakers, Emily will order and pick up the cheesy bread, as it is the most practical option and happy hour attendees have come to expect it. Henry will get the fruit and veggie trays, and Mathavi will get the locally-sourced beer and wine. Kate will bring the tablecloths, and Henry will check on the leftover King of Pops inventory. Robyn will confirm with Shakeyla that the request to change the location from 212 to the Rebekah porch was received. We should try to contain the event on the porch as much as possible to avoid interfering with the new sod. We should also thank Alix for repairing the broken wheel on one of the coolers.

## 3. **Thoughtful Hour**

The next Thoughtful Hour will be October 28 at noon, and Robin Morris will present the history of political parties and voting rights. She will also address group ground rules and respectful dialogue, and Kate can help facilitate this portion. Emily has confirmed the EMS reservation for the South Dining Hall and will make flyers to advertise the event at happy hour. Next month's Thoughtful Hour is scheduled for November 18<sup>th</sup>, and Staff Council members should come to the next meeting with topic suggestions. One potential idea proposed is environmental justice/pipeline protests.

## 4. **Movie Shoot Unhappiness**

Henry received a complaint about "Life of the Party," the most recent movie filmed on campus. There is a rumor that this film did not go through the regular film committee

vetting process, and, as a result, some basic expectations were not met during filming. Several people have said the crew members were rude and disrespectful and unnecessarily impeded student and staff movement. The crew was also demanding of ITS staff, which interfered with an employee's planned time off. There was also trash left everywhere. Melissa McCarthy did spend some time with students in Inman and the production company is helping pay for new sod.

Emily will try to find out if the film committee still exists and who is on it, and Henry will reach out to someone on the committee to address the concerns of a film being rushed through the approval process, as many departments, especially ITS and Facilities, need advanced warning so they can plan for the extra work that is required for these film shoots.

**5. All Staff Title IX meeting**

Marti and Kate have discussed dates for Marti to do a Title IX training for staff. The hope is to capture people who will not be attending more in-depth individual department trainings. We want as many staff as possible to be there, so we discussed making it an informal "Coffee with the VP" format or asking the VPs to encourage their staff to attend. However, Karen reminded us that everyone must be Title IX trained eventually, so fulfilling that requirement is the incentive to attend. We will schedule an All-Staff meeting for November 16 at 10 a.m. Karen can give a quick update on FLSA and the retirement match at the beginning, leaving Marti the remainder of the hour. This will help ensure as many people as possible will attend and hopefully prevent Marti from having to rush through her presentation. Anyone who has already been through the training can leave before Marti begins, and we will wait to pass around the sign-in sheet until Marti is done presenting. Lee suggested we have nine different kinds of donuts and offered to get them.

**6. Building Tour? Coffee with VP?**

As Henry was preparing for his Board of Trustees report, he noticed that it has been a while since we have had a building tour or Coffee with the VP event. Chrys in Athletics wants to do a tour of Woodruff. We could have it in December after students have left or plan for spring. TJ will ask her when is best. We also discussed having a happy hour there but ultimately decided that the tours should be stand-alone events.

**7. Miscellaneous**

- Emily is the new co-chair of ASC Cares, which will be the last week of November and the first week of December.
- Karen asked Staff Council to help promote Nastacia's activity challenge, which will take place from October 31<sup>st</sup> through the holiday party. An app that tracks all activity (not just steps/walking) will be used and weekly prizes will be given.
- Lee asked what could be done about security on the first floor of Main, as the people who work in that building are vulnerable to strangers walking through. Many buildings on campus are also open to visitors, and even if we installed card readers on every one, they would still be unlocked during business hours. Public Safety is planning for another lockdown drill for November. In the meantime, employees need to continue to be vigilant about leaving valuable items unattended if they are in an unlocked building and always call Public Safety if they see something suspicious.



## AGENDA

Staff Council Meeting  
October 27, 2016  
ITS Conference Room  
10:00 a.m.

1. Happy Hour/Farmer's Market Review-All
  - Co-Sponsored HH with Balance-Henry
2. Thoughtful Hour tomorrow-Updates?-Henry
  - Future TH subjects (environmental rights, pipeline protests)
3. Movie Shoot Unhappiness-Henry
  - Email Drafted
4. All Staff Meeting-Update-Kate
  - FLSA
  - TIAA-CREF Retirement Matching
  - Title IX meeting
5. Building Tour-Woodruff-Update TJ
6. Review of ASC101-Emily
7. Time Management Training-Emily

# STAFF COUNCIL MEETING

## October 27, 2016

Council members present: Henry Eyer, Emily Kandetzki, TJ Greggs, Mathavi Strasburger, Barbara Miller, Ronald Day, and Rachel West

### **Happy Hour Review and Planning**

The October Happy Hour combined with the Farmer's Market in Rebekah seemed to have generally good attendance, with a number of faculty that attended. It seemed that the farmers had a good turn-out and were happy, but council hasn't had a chance to confirm. Emily is going to check in with them. If all parties are happy, we may plan to do another in the spring.

The November Happy Hour is going to be co-sponsored with Balance. There was an email thread about moving to Oct. 31, but due to Halloween and traffic, it will stay on Nov. 4. Location is TBA, Emily will attempt to schedule something. Balance will be supplying the drinks and food for this happy hour, and it will be a kick-off for the walk challenge. Admissions is also going to be donating some wine and beer to the party cart for future happy hours.

### **Thoughtful Hour Updates and Planning**

Thoughtful Hour is set to go tomorrow (10/28) with Dr. Robin Morris. She is ready and has agenda- we're unsure if she has an actual presentation. Emily is going to check with her for AV requests. Event was posted in Irvine today, but it did not specifically say faculty and staff--this means that we may have some students attend, which we think will be okay given content. No extra spaces on campus due to Mentor Walk, so we will just hope South Dining will work if more people than expected attend. The decision was made to move all future Thoughtful Hours to the noon hour to encourage more attendance.

Discussed possible future Thoughtful Hour subjects. Kate had suggested environmental justice and pipeline protests at last meeting. Rachel suggested having a session on sexual assault due to recent events in media, the Stanford case, etc. This was expanded to include how this can trigger survivors and things like PTSD. It was decided that this might be a timely session for the Nov. 18th Thoughtful Hour. Rachel is going to reach out to Paula and Elizabeth in terms of counseling and for someone in psychology department (starting with Dr. Hughes) for someone in that department

We are going to hold the Dec. date in reserve to see what seems most timely closer to session date.

### **Movie Shoot Unhappiness**

Henry and Emily have drafted a letter to send (can be found in the Google Drive) with the combination of all of the complaints and grievances sent to us. Please review and let Henry know if you do not want your name to be on the letter when sent to the cabinet. We still do not know exactly what is happening with the Film Advisory Committee.

### **All Staff Meeting Update**

The All-Staff Meeting is moving forward for Nov. 16th at the 10:00 hour. Kate is going to be reserving space (Lower Evans?). Karen Gilbert will do an update on the FLSA and possibly on the TIAA-CREF Retirement Matching policy (Henry will be checking with Karen about doing so).

Marti will then move into the Title IX meeting, which should serve as an official training for anyone who can stay the whole time.

### **Building Tour of Woodruff Update**

TJ will check with Chrys regarding times and dates. It was suggested that November and December are becoming a little crowded, so it might make sense to do it in January.

### **ASC101 Review and Planning**

ASC101 this week went well, discussing recycling initiatives and campus traditions, had about 15-20 attend. Emily K. says she wasn't able to do the same level of advertising for this one, but for future ones we can hope for more attendance.

For future ASC101s, hopeful that in November Megan Simmons can do some AV training. Would also like to add in Facilities, ITS, and Public Safety about who you call for what and how you put in work orders and requests for each department. January's session is going to be a review of the Student Satisfaction Survey with Dean Cannady. Rachel going to check with admissions about doing Admissions Events sessions in February.

### **Time Management Training-Emily**

A request was sent to Emily for some time management training for staff. As increased professional development is part of the strategic plan, it might be something for us to do. Machamma and Academic Advising do sessions for students every semester- would it be appropriate for staff and faculty to be invited? Mathavi is going to check with Machamma. Emily suggested we might also combine this with information about Google skills and tips.

### **Henry's Presentation to Board of Trustees**

Henry will make the Staff Council presentation at the Board of Trustees meeting tomorrow. He will cover the general climate of campus, ASC Cares, ASC101, Thoughtful Hour, and the Happy Hours.

## **AGENDA**

**Staff Council Meeting  
November 10, 2016  
ITS Conference Room  
10:00 a.m.**

- 1. BOT Updates**  
Beth Vansant (Finance)  
Jaxen Solseng (Investments)  
Casey Long (Enrollment Planning)  
Robyn Dunn (Student Life)
  
- 2. Happy Hour/Retirement Discussion**  
Location: Dana  
Retirees
  
- 3. All Staff Meeting update**  
President Kiss to speak  
Extending meeting to 2 hours
  
- 4. Thoughtful Hour Discussion**  
Thoughts for December
  
- 5. Holiday Lunch**  
Staff Council to act as greeters  
After party – Duke’s house

# STAFF COUNCIL MEETING

## November 10, 2016

Council members present: Henry Eyer, Robyn Dunn, Sussy Vazquez, Kate Colussey-Estes, TJ Greggs, Mathavi Strasburger, Barbara Miller, Lee Davis and Rachel West

### **BOT Updates**

Beth Vansant (Finance)

- There will be a finance convocation on December 6<sup>th</sup>. The college's S&P rating has changed from an AA- to an A. This is a more appropriate designation for the college and makes more sense with our peer institutions. There are no financial consequences with this new rating.
- The TIAA-CREF change has been fully approved to go into effect January 1. Everyone will contribute 3.5%, and there is a graduated process for the college to restore the match by 2022. This must be approved by the Board of Trustees every year. Henry is requesting handouts for the all staff meeting as the numbers can be confusing.
- The college budget is based on a 5-6% return on investments; however, it has lost approximately that much instead. The Board approved a 5.94% endowment draw, and the college is also still doing special draws for Summit but is looking at ways to reduce this spending.
- The Board approved a tuition increase of 3.88%, which puts tuition over the \$50K mark (including room and board and student fees). Yield has increased to 30% (up from 24%) since Summit. Last year's retention was 84.2% retention (the goal is 90%).

Jaxen Solseng (Investments):

- The college's endowment is currently \$225M with a 7.1% spend rate.
- Considering our endowment size, 5-7% returns were too high to expect to happen so quickly. Our investments have not been performing as well as our peer institutions, so the college is rethinking more reasonable and socially responsible options.
- The Investment committee carefully considered a \$5M investment but ultimately decided against it. The committee was very transparent and never moved into an executive session.

Casey Long (Enrollment Planning)

- The GPAs and test scores of enrolled students have increased. The loss of students from spring to fall is lower than in the past, leading the committee to feel that global journey trips are helping the college retain more students.
- The committee discussed what is done or should be done with data collected from the student survey, as well as who should be in charge of student retention.
- The college still needs to attract more students who can pay more of the cost of tuition. The income of first-year parents has increased as Admissions focuses on recruiting in different areas.

### **All Staff Meeting**

- The all-staff meeting will now be two hours long, and Mathavi will extend our room reservation. Henry will introduce President Kiss who will speak first about college finances. We hope to be able to project the agenda so people will know what is coming.
- The FLSA goes into effect in three weeks but only affects 14 people on campus.
- Kate will ask Marti to bring a list of who still needs Title IX training in case people are not sure if they should stay for it.
- Mathavi will send Henry and Kate a draft of the Irvine announcement.
- Lee will ask Pete to provide coffee and hot water for 50, and TJ will pick up 9 kinds of donuts from Krispy Kreme.

### **Thoughtful Hour Discussion**

The next Thoughtful Hour is November 18 and will focus on how to cope with election fatigue. Many on campus are still trying to process the election results and are wondering what happens next. Study abroad students are also feeling isolated. Kate will ask Paula Bloom to help facilitate (Kate may bring coloring supplies). We could also invite Cathy Scott, Gus Cochran, Robin Morris, and Mary Cain to participate.

### **Happy Hour/Retirement**

The next Happy Hour is December 2<sup>nd</sup> in Dana. Henry has yet to hear if anyone other than Donna Sadler, Amy Whitworth and Carol Kobayashi is retiring and will follow up with Wynette to confirm.

### **Next SC meeting**

The council agreed to schedule another meeting on Tuesday 29<sup>th</sup> at 10 a.m. to plan for the president's holiday lunch. Staff Council members will once again act as greeters, and Duke will host the after-party.

### **Every Campus a Refuge**

There is a board near the mailboxes in Alston that has items/supplies the families still need (like an angel tree). They will be arriving on campus in mid-December.

## **AGENDA**

**Staff Council Planning Meeting  
November 29, 2016  
ITS Conference Room  
10:00 a.m.**

- 1. December Happy Hour-Guest Leah Owenby**
  - Location Dana
  - Donna Sadler Retirement
- 2. Holiday Lunch After Party-Guest Duke Miller**
  - Planning for after party at Duke's house
- 3. Thoughtful Hour December**
  - Ideas for subject
- 4. Happy Hour January?**
  - No faculty meeting until February
- 5. Holiday Lunch**
  - Staff Council to act as greeters
- 6. December Staff Council Meetings**
  - Currently 12/8 and 12/22
  - Do we want to have one on the 15th and nix 22nd?

# STAFF COUNCIL MEETING

## November 29, 2016

Council members present: Henry Eyer, Robyn Dunn, Sussy Vazquez, Kate Colussey-Estes, TJ Greggs, Mathavi Strasburger, Barbara Miller, Lee Davis, Emily Kandetzki, and Rachel West

### **December Happy Hour (Guest: Leah Owenby)**

December's Happy Hour will take place in Dana in honor of Donna Sadler's retirement. Carol Kobayshi said she will be there for the toast if Amy Whitworth also attends, so Henry will reach out to make sure both will be there. The art department can provide plastic cups for the toast as well as plates and forks for the cake. The department will also pay for the cake and champagne. Staff Council agreed we should budget for a "retirement happy hour" at the end of each semester. Emily will check that an EMS reservation has been made for Dana, and Henry will check on the party cart inventory to update the sign-up spreadsheet. Rachel will see if Admissions has any alcohol left from parent cocktail hours that can be donated to happy hour.

### **Holiday Lunch and After Party**

Emily will reach out to LeaAnn about Staff Council members acting as greeters for the president's lunch (last year we helped pass out punch). Duke has agreed to host the holiday after party at his house again this year. Matt Ruby may have a keg connection, and Staff Council members will sign up to bring snacks (see last year's spreadsheet for dish ideas). We will need to arrange for trash cans and recycling bins. Emily will create and send an RSVP form. Duke had a tent last year, and Kate and Henry both have tents should we need them. No shuttle will be provided, as that is too much of a liability concern. Staff Council members should pay attention to the consumption of others and suggest Uber/Lyft rides if necessary. Several people will need to go over early to help set-up Duke's house (both the day before and during the lunch). We need to talk to Duke about what else he needs from the council for this event.

### **Other Upcoming Staff Council Events**

December's Thoughtful Hour is cancelled, unless something pressing comes up. Since there is no faculty meeting in January and it is also a busy first week back on campus before the students return, we will cancel that month's happy hour. We are also cancelling the Staff Council meeting on December 22<sup>nd</sup>, making the 8<sup>th</sup> the last Staff Council meeting of the semester.

### **HR Update**

Karen could not attend today's staff council meeting but asked Henry to pass along updates:

- HR is hosting meetings to provide more details about the TIAA-CREF changes.
- Despite the recent injunction, the college plans to stick with the FLSA changes already in motion for current employees. The college is not bound to comply for new hires unless FLSA officially passes.

### **College Finances**

Emily attended yesterday's SPAC meeting and learned the college has no plans for layoffs but may not immediately rehire for certain positions as a cost-saving measure. There is a finance convocation next week, December 6<sup>th</sup>.



### **Faculty Meetings**

Kate, Henry, Emily, and Robyn will go to this week's faculty meeting. There will likely be discussion of Agnes Scott declaring itself a sanctuary college for undocumented students, which could put state and federal funding in jeopardy.

There still exists a problem of a delay in information sharing between when faculty members learn things and when those things are told to the staff. Since we are the voice of the staff, we need to think about what we do with the information we learn at faculty meetings. Kate and Henry agreed to "brain dump" sessions on the Mondays after faculty meetings to go over what information learned in faculty meetings may need to be shared more widely. We should also try to find a time to meet with President Kiss in the spring to bring any outstanding issues (e.g. lack of response to the movie shoot email) to the table.

## **AGENDA**

**Staff Council Meeting  
December 8, 2016  
ITS Conference Room  
10:00 a.m.**

- 1. Holiday After-Party (Guest: Duke Miller)**
- 2. BOT Updates**
  - Ali Carter (Environment and Facilities)
  - Tiffany Saddler (Academic Affairs)
  - Julie Champlin (College Advancement)
- 3. Faculty Meeting Recap**
- 4. Finance Convocation Recap**

# STAFF COUNCIL MEETING

## December 8, 2016

Council members present: Henry Eyer, Robyn Dunn, Kate Colussey-Estes, TJ Greggs, and Emily Kandetzki.

### **Holiday Lunch and After Party (Guest: Duke Miller)**

Ali Carter will talk to Wild Heaven regarding a pony keg, and we can supplement the beer with wine (Duke advises more white than red) and soft drinks. Emily will make a German mulled wine and see if Whitney Brown also wants to make her mulled wine. We could also consider a hot cider or hot chocolate. Staff Council members should sign up to bring an appetizer or dessert. Sussy will ask Ronald about providing folding chairs, and Ronald will also bring trash and recycling bins. Henry will wash and bring the tablecloths. Emily sent out the RSVP email and will do so again. There is not much to set up, but we can drop things off at Duke's house ahead of time if we need to. Duke has a tent, but Henry and Kate can provide theirs as well if rain is in the forecast. If we want to have cornhole available, Athletics has a set in the mezzanine level of Woodruff. We need to brainstorm a thank you gift for Duke for hosting this event!

### **BOT Committee Liaisons**

- Julie (College Advancement): The Board of Trustees did not meet its goal of 100% participation in giving last year. Bernie and Clifford Smith's \$100K athletics challenge is ongoing. The campaign has reached \$110M but still has not reached its Faculty Excellence (professorships) goal. The committee is looking into the possibility of providing online courses for alumnae (via a third-party vendor) that would be ASC-branded and generate revenue. Robiaun Charles outlined a strategic post-campaign plan which includes examining the institutional drivers for fundraising priorities, providing professional development, and fostering a culture of philanthropy. College Advancement is also focusing on increasing donor acquisition and donor retention and customizing outreach to alumnae from specific decades/years. There will be an external assessment of *The Greatness Before Us* campaign and an evaluation of data analytics and technology.
- Ali Carter (Environment and Facilities): Fundraising for Rebekah Hall has reached its \$16.5M goal, and construction will begin after commencement this May to be completed by August 2018. Development continues to fundraise for Rebekah in anticipation of ongoing maintenance needs. The projected budget allots 15% for plumbing, mechanical, and electrical needs. A geothermal feasibility study is underway with that hope that wells can be installed underneath the parking lot or the gazebo. This will cost an additional \$600K-\$700K that was not built into the original goal but could be covered by Grants to Green. Susan Kidd is confident the renovated building will meet LEED Silver. Construction on the Scott-Sams House began in August and is projected to finished in mid to late March (the college would like it to be ready for Alumnae Weekend). Other buildings/residence halls are in need of renovation, such as a new roof for Main (\$3M).
- Tiffany Saddler (Academic Affairs): Legacy, the college's 2-day orientation process formerly known as GFLI, was revamped this year with new learning outcomes. The destinations for the 2017 Journeys were shared, as was information on how our faculty salaries compare to other colleges and plans for a LDR 200 class for second-years.

### **Faculty Meeting Debrief**

The conversation about teaching post-election has spurred some thoughts about explicit bias in the classroom and whether students are taught what to think instead of how to think. Kate and Robin Morris met with President Kiss to discuss broadening this conversation on campus and providing politically non-binary programming in the spring.

### **Finance Convocation Debrief**

The news about Charis@Agnes (ASC's new partnership with the feminist bookstore) is causing some concerns. The inconvenience of the new location could mean less foot traffic than our current bookstore, not to mention the real danger of having to cross Candler Road. Follet will continue to provide textbooks online. It was unfortunate that President Kiss did not see that Vicki, the manager of our campus bookstore, was in the room when sharing this announcement. Vicki had only known this news for a week and has worked hard to become a member of our community. Staff Council would like to learn more from President Kiss about the impetus behind this partnership. We should request a meeting, as our letters often go unanswered.

### **Internal Community Day**

We previously reached out to Honi Migdol regarding the possibility of an "internal community day" offering during Peak Week but decided this event should be free-standing. Initially the idea was to allow students and employees to work side-by-side, but holding it during Peak Week would prevent many employees from participating. It was decided to host this "Spring Cleaning" event during spring break, the details of which will be planned by a separate committee. We should invite Audrina to a meeting to discuss possible projects (e.g. painting res hall walls).

### **Community Yard Sale**

Someone suggested Staff Council hold a yard/garage sale on campus. TJ volunteered to organize this since he has much experience with these kinds of sales and flea markets. Participants would pay a fee to be able to bring and sell items, and whatever is leftover would be donated.

This was our last Staff Council Meeting of the semester. When we reconvene in the spring, we should be sure to send Nell Ruby our agendas to encourage her to join us.