

AGENDA

Staff Council Meeting
January 5, 2017
ITS Conference Room
10:00 a.m.

1. Holiday After-Party: gift for Duke?
2. Happy Hour come-to-Jesus meeting: it is a very onerous job to put on a happy hour and we're doing one almost every month. Most of us are stepping up to help even if we can't be physically there. We need the rest to step too! Also, need to work on our presence at other Staff Council events. We are a representative body; let's represent!
3. Revamp Promise Award forms?
4. Should we create a Staff Council-sponsored award to give at the holiday luncheon? a community-building award?
5. Faculty/Staff Book Club discussion from Lesley Coia (see below)
6. January Thoughtful Hour?
7. Yard Sale/Recycle Idea from Meghan Spencer

Thanks for your positive response! This is what I thought would work.

1. A group of 10-12 (half faculty, half staff)
2. Meet three times over a semester.
3. Each session is about 2 hours.
4. Meet 5-7 pm on Thursdays.
5. Book: *Americanah* by Chimamanda Ngozi Adichie (suggested by Mary Cain and Gayatri Sethi).
6. Meet in McCain G-11, refreshments supplied.

The basic idea is to get together over a book, with the book being a way to spark conversation that will hopefully involve our lives at Agnes Scott. The book is about race, identity, immigration and higher education so the topics are relevant to us.

Would love to hear what you think about this plan. Very open to suggestions. When do you meet in January? I would love to be able to get three meetings in, and so one the last week of Jan would be great, but if not we can shoot for Feb.

Lesley

STAFF COUNCIL MEETING

January 19, 2017

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

Kate conducted the meeting in Henry's absence.

Agenda items:

1. Elizabeth Douglas

Staff/faculty closet for those in need

This discussion will be rescheduled since Elizabeth did not attend the meeting. It was unclear if there had been follow up with her about today's meeting.

2. ASC 101—Monday, January 23

Jen Cannady will conduct a 40 minute discussion on the student satisfaction survey, followed by a Q&A session. She will be asked to send the summary to the Staff Council members since some will not be able to attend ASC 101 that day. Data gathering and where to find it was discussed. More clarification is needed on this topic. A Lunch and Learn with Corey and Lea Ann was mentioned regarding data and what we're doing with it.

3. January 26 meeting with Karen Goff

The reorganization of the Division of Student Affairs will be discussed on the 26th. TJ and Kate were asked not to attend since they are part of that division. A lengthy discussion followed as to why this is the case. Kate explained that it does seem strange since she and TJ have been briefed about the changes already and changes that affect current staff have already been implemented.

It was decided that Emily and Henry will contact Karen and ask why TJ and Kate were not invited to the meeting, and maybe give an explanation of how Staff Council functions.

4. February 3 Happy Hour

Shellee will see about reserving the Science Center atrium. The volunteer sheet was brought up and sign ups were done. Emily mentioned that we now have a new rolling cart and hopefully everything can fit on it. It was stressed that before members purchased items for the happy hour, please double check the supply we already have.

Kate will have a sign-up sheet at the happy hour for non-Staff Council members to volunteer if they wish.

5. March 24 Campaign Close Happy Hour Breakfast

Emily reviewed the celebration for the day. More information will be sent out at a later date.

We will be holding a "Happy Hour Breakfast" that day and will help with hosting at other events. Flying Biscuit and Dancing Goat coffee was mentioned. The Rebekah porch was discussed as a location, but then Woltz may be better that time of year. Final details will be discussed at a later meeting.

Rachel asked about having a final Rebekah porch celebration before the renovation begins on that building in May. It was decided to have our May 5 Happy Hour on the porch.

6. Staff survey regarding a recycling initiative

Sustainability has been asked about bring recycling items to campus for disposal if that service is not provided at home. Emily will send out a staff survey asking how many would want to participate. If there are too many responses, it may affect costs of hauling items from campus and the service may not be able to be offered.

The next meeting will be a called meeting on Thursday, January 26 at 10:00 in the ITS Conference Room when Karen Goff will speak.

Respectfully submitted,

Shellee Fezatte

STAFF COUNCIL MEETING

February 2, 2017

Council members present: Kate Colussy-Estes, Robyn Dunn, Emily Kandetzki, Shellee Fezatte, Lee Davis, Sussy Vasquez, Ronald Day, Barbara Miller, Karen Gilbert and Rachel West.

Agenda items:

1. February 3 Happy Hour

The details seem to be all handled and the volunteer sheet was reviewed. Kate will bring the non-Staff Council member sign-up sheet to encourage others to sign up to help with happy hours. The notice has been in The Irvine this week and will be put in again tomorrow (2/3/17).

Kate and Emily will attend the faculty meeting before Happy Hour. They will make sure the faculty know that Happy Hour is in Campbell.

2. Elizabeth Douglas will join us on February 16

Elizabeth will discuss CAPS and the supply closet on campus for students providing clothing. Emily mentioned that there is a group of alums that want to help support students financially that may need to stay here during summers and holidays.

3. Thoughtful Hour on February 17

Lee presented the idea of the ASC community sharing their immigration stories at the next Thoughtful Hour. It was unanimously decided that this was a great idea, and President Kiss will be invited to share her story if she's available. Discussion followed about needing a larger space, so Emily will check on Lower Evans.

It was stressed that the language used at Thoughtful Hour needs to be considerate of everyone's unique situations. A title for the Thoughtful Hour was discussed.

Lee and Emily will check on having a world map displayed (and map pins) so everyone can indicate where they're originally from.

4. Update on recycling survey

Emily received 70 responses from faculty and staff that would be interested in being able to drop off their recycling on campus. Sustainability has been notified of the huge response and Emily is meeting with them tomorrow. Discussion followed about the financial and logistical problems that we may incur.

On a side note, Emily stated that Chris DePree asked her if Staff Council would be interested in participating in an observatory visit soon. He's available Monday, Wednesdays and Fridays at 10:00. The response was favorable.

5. Campus conversation on executive immigration order

Extensive conversation followed about the immigration order and its impact on our community. An immigration attorney has been invited to speak with students.

Rachel reported that Admissions is concerned about the international student applicants.

Discussion and concerns followed about events around the country.

6. March 24 Campaign Close Happy Hour Breakfast

No updates on the campaign close event.

It was decided to have the Staff Council breakfast on the Rebekah porch, with Woltz being the bad weather back up. Shellee will make the reservation.

Lee will pick up biscuits from Flying Biscuit. It was decided to have Pete cater the coffee rather than buying it from Flying Biscuit.

The next meeting will be Thursday, February 16 at 10:00 in the ITS conference room.

Respectfully submitted,

Shellee Fezatte

STAFF COUNCIL MEETING

February 16, 2017

Council members present: Kate Colussy-Estes, Robyn Dunn, Emily Kandetzki, Shellee Fezatte, Sussy Vasquez, Ronald Day, Karen Gilbert, Mathavi Strasburger and Rachel West.

Agenda items:

1. Elizabeth Douglas

Elizabeth gave a Wellness Center supply closet review. She stated that they hear from students all the time that they need bedding, coats and food—especially during breaks. They are operating out of a spot in lower Winship. Their long-term mission is to be able to open the closet up once a week for students to “shop” (unmonitored) and take what they need free of charge. Rolling inventory is still desperately needed.

Forty two students took advantage of the closet during winter break. Food donations and gift cards are greatly needed. Aldi and Kroger are the best value. Hotel toiletry samples are a great size for students. It was suggested that students with declining balances at the end of the semester, buy items from Mollie’s for the closet before they leave for winter break. Emily asked about taking “throw aways” from Mollie’s. Unfortunately, the liability would be too great to do that.

The Scotties for Savings group helped with coupons. Karen suggested making the supply closet a priority at Community Day.

Elizabeth will send a list of needed items to Kate for distribution. An emergency fund is being investigated for monetary donations, along with a partnership with the Atlanta Community Food Bank. A Spring break push will be done.

Sussy reported that when she worked with hotels, they changed décor, linens and toiletries every seven years or so. Contacting the Decatur Marriott was mentioned.

2. BOT Student Life Committee report

Robyn reported that most of the meeting focused on the structure of the department, which was reviewed by Dean Goff for Staff Council a few months ago. One topic discussed was initiating a student death policy (on and off campus).

Robyn will arrange for other BOT reports in the next upcoming meetings. Shellee will make sure there is time in the agendas.

On another Student Life note, Kate asked for Staff Council members to please volunteer for Peak Week. There are over 200 students now signed up for that week.

3. February 10 Thoughtful Hour Debrief

The “Coming to America” thoughtful hour was a success, even though the group was small. Three professors shared. It was decided to schedule another session. The 10:00 hour was suggested instead of lunchtime so that President Kiss may be available. Kate mentioned that today is “a day without immigrants” across the country. A couple of stories from Thoughtful Hour were shared among the group.

4. March 3 Happy Hour

The Bullock Science Center will be reserved. The list of non-Staff Council members that signed up to help with Happy Hour was reviewed. Emily will send an email out to them about the March 3 happy hour. Their help will be appreciated with set up and clean up, but it was agreed that SC members will still be responsible for ordering and purchasing refreshments.

The need for a storage area for the cart and supplies was again discussed. Karen mentioned that there is a vacant office in HR, but it may be too far and difficult to navigate the cart across campus. The new cooler cart will be returned—it doesn't appear to be strong enough.

5. March 24 Campaign Close Happy Hour Breakfast

Reservations have been made for the Rebekah porch (and the lobby in case of rain). It will be from 9:00-10:00—a just drop by kind of thing.

6. Observatory field trip on March 31 with Amy Lovell

The Bradley Observatory tour for all staff is scheduled for March 31 at 10:00. Mini scones, fruit and coffee will be ordered from the ASC Dining Services for approximately 70.

7. Upcoming Staff Council member “election”

It's almost time to start thinking about Staff Council terms. The time line for elections and other details will be discussed at a later meeting. New terms begin in May. Emily will organize the Staff Council member list and report later. Anonymous nominations were discussed.

The By-laws will be reviewed at an April meeting.

The possibility of cancelling the March 16 Staff Council meeting (which is in the middle of Spring break) was discussed. It will be decided at our next meeting.

The next meeting will be Thursday, March 2 at 10:00 in the ITS conference room.

Respectfully submitted,

Shellee Fezatte

STAFF COUNCIL MEETING

March 2, 2017

Council members present: Henry Eyer, Kate Colussy-Estes, Robyn Dunn, Emily Kandetzki, Shellee Fezatte, Sussy Vasquez, Mathavi Strasburger, Barbara Miller, Lee Davis and Rachel West.

Agenda items:

1. BOT report

Ali Carter—Facilities and Environment:

Rebekah architects completed the drawings for the building renovation and submitted them to the City of Decatur on February 1. Four modules will be moved behind Evans for the Admission staff after Alumnae Weekend. The Alumnae House will be taken off line during the '17-'18 academic years and will be used as an Admissions welcome center. A geothermal field is being installed behind Rebekah at the cost of approximately \$800,000, of which some of the funds have already been raised. The remainder will come from the Green Revolving Fund. Robiaun and her assistant will most likely be relocated to Main.

A discussion followed about long-term campus vision and the possibility of hiring an outside consulting firm. Main will be renovated after Rebekah. 213 S. Candler will take about three months to renovate. Rachel mentioned that the first-year students care most about residence halls. As part of the “homeland generation” they are most concerned about their safety, food and lodging.

2. March 3 Happy Hour

After a lengthy discussion about the possibility of a smaller crowd attending due to the Journey send-off conflict, feeling burned out and general lack of interest; it was decided to cancel tomorrow afternoon's happy hour. Mathavi will send out the cancellation and encourage everyone to attend the Journey event.

Kate, Sussy and Henry will attend the faculty meeting at 2:00.

3. March 24 Campaign Close Happy Hour Breakfast

No update—there's a meeting of the committee this afternoon. More information to be presented at next Staff Council meeting.

4. March 30 Thoughtful Hour (Second “Coming to America”)

Thoughtful Hour will be held at 10:00 in Alston fireplace lounge. President Kiss will attend and share her story. Sussy mentioned that some of the facilities staff will be able to attend. Kate will bring the map and pins. No refreshments will be served this time.

5. March 31 Observatory field trip with Amy Lovell

Tour will be at 10:00 a.m. Catering has been arranged with Pete and it will be advertised in The Irvine. Mathavi will also send out a reminder closer to the date.

Henry mentioned on a side note that BOT member, Pam Tipton, talked to him about how impressed she is with what Staff Council does at Agnes Scott. She was pleasantly surprised that faculty and staff attend events and meetings together. She hopes to eventually get something similar started at Emory Business School.

6. E-mail from Anna DunLany re: Listserv for women's colleges

After a discussion, it was decided not to pursue the Listserv at this time. More information is needed for clarification, but it was agreed that the ASC community is barraged with too many e-mail as it is.

7. Discussion about new Staff Council member process

The By-laws were briefly reviewed. Discussion followed about department representation, terms, etc. There hasn't been an election for a few years due to the small number of nominations. Further discussion will be done over the next couple of meetings.

An April all-staff meeting will be scheduled with the discussion based on the diversity audit. Henry will contact Kijua about a date. Tuesdays-Thursdays would be best days at 10:00 a.m.

The next meeting will be Thursday, March 16 at 10:00 a.m. in the ITS conference room.

Respectfully submitted,

Shellee Fezatte

AGENDA

Staff Council Meeting

**ITS Conference Room
10:00 a.m.**

March 16, 2017

1. Honi and Julie

Combined Happy Hour in April details

2. Review of upcoming events

Campaign breakfast—March 24 (9:00-10:00)

Thoughtful Hour—March 30 (10:00-11:00)

Observatory tour—March 31 (10:00-11:00)

3. Happy Hour streamlining

4. May 5 Happy Hour

Student Award Ceremony—faculty/staff presenting

5. By-laws review

6. Staff Council elections

STAFF COUNCIL MEETING

March 16, 2017

Council members present: Henry Eyer, Kate Colussy-Estes, Robyn Dunn, Emily Kandetzki, Shellee Fezatte, Sussy Vasquez and Barbara Miller.

Agenda items:

1. Honi and Julie

Combined Happy Hour in April details:

April 7 will be a combination Staff Council Happy Hour and a thank you to all Peak Week and Journeys volunteers. Honi and Julie will take care of all the food and program details and SC will provide beverages. They will check with Elaine and President Kiss about speaking. Emily will check on a location and submit the EMS request. Since Julie will be away at a conference, it was discussed to have her skyped in. She may pre-record a message. To be decided later.

2. Review of upcoming events

Campaign breakfast—March 24 (9:00-10:00) Details all set. Lee will pick up trays from Flying Biscuit and have them at Rebekah by 8:45. Staff Council members are asked to be there at that time also. Pete will be doing the coffee setup. Emily has made the EMS reservation.

Thoughtful Hour—March 30 (10:00-11:00) President Kiss is scheduled to speak. It will be held in the fireplace lounge in Alston.

Observatory tour—March 31 (10:00-11:00) Pete will be setting up with refreshments (mini scones and coffee).

3. Happy Hour streamlining

There was a short discussion about the need for a central location for storage of Happy Hour items. Barbara is looking in to a new “party cart” and/or rolling ice cart. This is an ongoing discussion.

4. May 5 Happy Hour

The Student Award ceremony is being held that day also at 5:00. Maybe some attending the happy hour will stay for it. Emily will check on having the happy hour behind Campbell Hall in the brick amphitheater, with the Jones lobby as the rain location.

Henry will check with Karen about faculty and staff retiring so they can be recognized.

On another note, Emily brought up some items for consideration:

The question of a closing ceremony for Rebekah was raised.

All-staff meeting—Henry will check with Kijua about discussing the diversity audit. A time management session was also mentioned as a possibility.

ASC101—March 27—Amy Chastain will discuss Alumnae Weekend. Emily will also check with Lee Davis about a short session on the Development department and what they do.

Emily mentioned that there is a cost conscious group on campus. The possibility of having childcare on campus is again being investigated. Anyone interested in joining the group is encouraged to attend the next meeting on Monday, March 20 at 10:00 in Bullock.

5. By-laws review

6. Staff Council elections

Due to the lack of time, it was decided to have a special called meeting to discuss the By-laws and Staff Council election details. Emily will schedule something for next week.

Items for consideration at this meeting:

Elections are normally held the second week of April.

The list of those members rolling off this year.

Number of empty slots?

The question of if you're rolling off and still want to stay on the council, do you need to go back in the voting pool?

3-year terms? (With the exemption if elected chair or chair apparent during first or second year, not third year).

How to structure terms?

Create classes (President and treasurer for 3 years, other members 2 years?)

Create sub committees?

Attendance requirements?

The March 30 meeting will not be held due to the scheduling of the Thoughtful Hour that day. The next meeting will be Thursday, April 13 at 10:00 a.m. in the ITS conference room, unless another meeting is called.

Respectfully submitted,

Shellee Fezatte

CALLED STAFF COUNCIL MEETING
March 28, 2017

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

The meeting was called to review and revise the current By-Laws. Changes were made directly to the Google doc in the areas of terms of service, and the election process. The revised document will be edited by Emily and sent out to all Staff Council members at a later date.

Other items were then reviewed.

Thoughtful Hour, March 30:

President Kiss will speak, but may not be able to stay the entire time. Kate has the map and pins. No refreshments will be served.

Observatory Tour, March 31:

Refreshments have been ordered from Pete and confirmed.

Happy Hour, March 31:

Emily will double check EMS for reservation and details. Kate will check with Julie and Honi about their responsibilities which include catering and marketing. She will then send out the volunteer sign-up sheet to them also.

Henry will get ice for the coolers and store them in Mathavi's office early Friday afternoon for delivery to Happy Hour. Council members signed up on the volunteer sheet.

Respectfully submitted,

Shellee Fezatte

AGENDA

Staff Council Meeting

**ITS Conference Room
10:00 a.m.**

April 13, 2017

- 1. Masters Degree Program**
 - Brief review of staff forum
 - Lunch and Learn for staff
 - Vote of Confidence

- 2. Staff Council Elections**
 - Current staff council members at end of two-year stint
 - Email to staff for nominations

- 3. Staff Council Chair Transition**
 - Date of transition-May 25th?
 - What to do about summer
 - A brief word about the role of chair for anyone interested in next “chair apparent”

- 4. Social Programs**
 - Final Happy Hour?
 - Continue Thoughtful Hour during summer?

STAFF COUNCIL MEETING

April 13, 2017

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

Graduate Programs

We had a good turnout, between 35-40 people, for the staff forum about potential new graduate programs. Staff members seemed to appreciate being included in this discussion. Meghan from Kennedy & Co. and Kelly Ball understand the importance of continuing to build relationships and goodwill among staff. Kate will work with Kelly to pick a date and time for a Lunch and Learn for staff who could not attend the forum, or for anyone who has additional questions. The faculty will vote on curriculum, but the decision to move forward with new graduate programs is up to the Board. Staff Council would still like to get a vote of confidence from staff to show our investment in the college. We could advertise the Lunch and Learn as a way to prepare for the upcoming vote. The nonbinding, online vote should include questions about attendance at the forum and/or the Lunch and Learn and whether they reviewed the PowerPoint slides. It has not been discussed whether staff would be able to enroll in graduate courses at a discounted rate, but this seems unlikely.

Staff Council Elections

Henry is at the end of his term and would like to be considered for reelection. Robyn may, depending on how many outside nominations are received. Ronald and Mathavi do not wish to be considered for reelection. Emily is stepping down, so one of the vacant spots is a one-year term. Emily is working on the draft of the call for nominations email to be sent out next week. It will describe the expectations (time commitment and unbridled enthusiasm).

Staff Council Chair Transition

May 11th will be Henry's last meeting as Staff Council chair. Kate is a ten-month employee, so Henry can continue to handle logistics through the summer. A new chair apparent will need to be chosen. Henry shared that his time as chair was fulfilling and rewarding, as he was exposed to many new empowering opportunities. Instead of waiting until May 25th, we will invite new staff council members to our May 11th meeting to make the transition easier. Our next meeting was scheduled for April 27th, but because of SpARC, we moved it to April 28th at 10 a.m., at which time we will discuss the election results, May's happy hour, and the Lunch and Learn.

Social Programs

The faculty meeting on May 5th is in Frannie Graves Auditorium. We will keep our happy hour on this day in hopes that more people will stay for the student awards, which begin at 5 p.m. in Presser (a donor reception is at 4 p.m. in Alston). Tim Blankenship is retiring but does not want any recognition (no faculty members are retiring). Campbell Hall was reserved, but we prefer the Rebekah porch before the building closes for renovations. The group also discussed whether we should continue hosting Thoughtful Hours during the summer. The endowment presentation was filmed – perhaps we could share that and host an hour on ways departments can save money. Emily will ask Carolyn Council about the date of the finance convocation.

Bookstore

Staff Council remains concerned about Charis as our new bookstore (starting in December/January). Henry will create a GoogleDoc for us to list our questions (student needs, spirit wear, safety, etc.), which we can share with the cabinet.

AGENDA

Staff Council Meeting

**ITS Conference Room
10:00 a.m.**

April 28, 2017

1. Lunch and Learn for staff

Scheduled for Wednesday, May 3rd from noon-1:00 p.m. in Evans A&B.

Kelly Ball will have her presentation from the staff forum and will briefly cover the research from Kennedy & Co for staff that were not at the forum and address any questions or concerns from attendees.

Following the lunch and learn we will reach out to staff for a "vote of confidence" in the form of a survey. The idea is to have the results of the vote by Friday when the faculty has their vote. The results will also be shared with the BOT the following week.

2. Happy Hour May 5th--Sign Up Sheet

3. Coffee to discuss Diversity Audit May 10

We are co-sponsoring with Diversity and Inclusion
May 10th at 10:00 a.m....maybe...

4. Staff Council Elections update

AGENDA

Staff Council Meeting

ITS Conference Room

11:00 a.m.

May 17, 2017

- 1. Welcome to new members—goodbye ☹️ to those rolling off**
What being on SC means to me...
- 2. Henry-Report from BOT Plenary Session**
- 3. The '18-'19 chair apparent election discussion.**
- 4. BOT liaisons and officer positions**
- 5. Summer or Early Fall Events:**
Meet Development!
Behind the scenes of Commencement

STAFF COUNCIL MEETING

May 17, 2017

Council members present: Henry Eyer, Kate Colussy-Estes, Robyn Dunn, Emily Kandetzki, Shellee Fezatte, Sussy Vasquez, T.J. Greggs, Rachel West, China Wilson, Chrys Randolph, Amy Chastain, Mathavi Strasburger and Barbara Miller.

Agenda items:

1. Welcome to new members—goodbye ☺ to those rolling off

Henry welcomed the new members of Staff Council and recognized those rolling off. Current members shared what their time on Staff Council has meant to them, and new members were asked to state what their hopes would be for their time on the council. Henry was thanked for his service as chair with a delicious chocolate cake baked by Emily. Yuummmmm...

2. Henry-Report from BOT Plenary Session

Henry stated that during his report to the Board, he mentioned that the looming threat of lay-offs was on the minds of staff and morale is down because of it. He did say that we do appreciate the transparency that has been shown through having the finance convocation and open communication. The graduate programs were voted in.

3. The '18-'19 chair apparent election discussion

This discussion will be held at the next meeting on May 25. The protocol was reviewed.

4. BOT liaisons and officer positions

Emily reviewed Staff Council “officer” positions and BOT liaison responsibilities. Roles will be redistributed at the meeting on May 25 also.

5. Summer or Early Fall Events:

A “Meet Development!” session was discussed to be held at a faculty/staff meeting or ASC 101.

A “Behind the Scenes of Commencement” was also discussed. It would be interesting to know some of the logistics and statistics of this year’s commencement with Oprah Winfrey attending from Lea Ann and Demetrice. A Lunch and Learn was mentioned.

Other ideas to consider:

Tour of gym
Planetarium tour
Science Center tour
Heritage Center tour
Trivia game at Happy Hour?

Emily reviewed the Google drive where all Staff Council items are located. She showed a Staff Council accomplishment information sheet and reminded the members to please keep adding to the list.

Respectfully submitted,

Shellee Fezatte

AGENDA

Staff Council Meeting
ITS Conference Room
10 am

May 25, 2017

1. Welcome and Introductions
 - a. Get to know you
2. Committee and leadership position discussion
 - a. Chair apparent
 - b. Secretary
 - c. Treasurer
 - d. New Employee relations
3. Role of Staff Council - Ombuds role?
4. One last election - Union rep
5. Staff request re: summer dress code
6. Conversation with Danita

STAFF COUNCIL MEETING

May 25, 2017

Council members present: Kate Colussy-Estes, Henry Eyer, Robyn Dunn, Sussy Vasquez, Rachel West, China Wilson, Chrys Randolph, Amy Chastain, Barbara Miller, Karen Gilbert and Ronald Day.

Agenda items:

1. Welcome and Introductions

The group reintroduced themselves so members can get to know each other better.

2. Committee and Leadership Position Discussion

New positions were chosen. If a committee is needed, consider recruiting from the list of those who signed up to help with happy hour or other staff members who were nominated for staff council.

Secretary: Robyn Dunn (Chyna Wilson will help make reservations)

Treasurer: Barbara Miller

New Employee Chair: Chrys Randolph

BOT Committees Chair: Henry Eyer

Communications Chair: Rachel West (with Chrys as backup when needed)

Social Co-Chairs: Amy Chastain and Sussy Vasquez

Henry is adding a few items to the Staff Council Chair SOP, and we are tabling the discussion of chair apparent until August when everyone can be present.

3. Conversation with Danita Knight

Danita Knight attended our meeting as part of her listening tour. She shared her background in PR and media relations (print, electronic and radio), as well as her experience as a news anchor. Danita's goal is to make sure people know we are here and know our story, so she is asking the ASC community to tell her department about the good things happening on campus with more focus on unique, personal stories. To build accountability, she has assembled a communications cabinet that meets for an hour at the end of every month. They are working on building infrastructure so media requests and pitches can be easily submitted. The website is also a priority. Since it is expensive to redesign, she is looking at what we can realistically do to increase functionality and uniform messaging. Danita is writing the first draft of a news release regarding graduate programs and will send updates to our internal community over the summer. Internal communication is vital, and Henry mentioned previous forums during which branding information was shared with the campus. It was suggested we do this again so we can be informed advocates for the college. Kate will check with Alberta about a date for an All-Staff Meeting.

4. Union Rep election

There is no need for another election, as Ronald has agreed to remain on Staff Council as our union rep.

5. Summer Dress Code

An employee asked if we can wear jeans on Thursdays in the summer. Karen read from the employee handbook (policy 720) that reads Fridays during the academic year are casual, as are every day in June and July. The handbook defines what casual dress is, but this can vary depending on your department or supervisor. Karen will send an email next week to remind employees about summer hours starting June 5.

6. Ombuds role

This is a longer conversation, so it was tabled for a future meeting.

STAFF COUNCIL AGENDA

June 8, 2017

10:00 a.m.

ITS Conference Room

1. Meeting with Witt/Kieffer on June 21st (Henry)
2. Food Truck Information (Lee)
3. Beer/Wine Tracking (Henry)
4. Employee Handbook (Robyn)

STAFF COUNCIL MEETING

June 8, 2017

Council members present: Henry Eyer, Robyn Dunn, Lee Davis, Rachel West, China Wilson, Chrys Randolph, Barbara Miller, Karen Gilbert and Ronald Day.

Agenda items:

1. Meeting with Witt/Kieffer on June 21st

The college's presidential search firm, Witt/Kieffer, has asked to meet with Staff Council in the Luchsinger Lounge on Wednesday the 21st (Henry sent a calendar request with the time). Council members are asked to think about what traits/characteristics/qualities they want in the college's next president. There will also be an open staff forum later that afternoon, for which Staff Council will help Lea Ann Hudson publicize.

2. Food Truck Information

Henry was approached by Angela Allen regarding an idea for Staff Council: Food Truck Wednesdays. Since the dining hall is closed, this would be a great way to bring staff together as a break from the ordinary. Lee agreed to take the lead on researching this and looked into two vendors. The first was Roaming Hunger, a national organization that helps find food trucks in your area. According to their web calculator, the college would need to guarantee \$1,000-\$3,000. Lee submitted our information but received no response. The second vendor was Atlanta Food Truck Coalition. After submitting the date, time, location, and expected number of attendees, interested parties reach out directly via email. We would need to provide tables, chairs, and recycling/trash bins. Some trucks may ask for a guaranteed minimum. Since we are not near any large office parks, it might be difficult to convince a vendor to come, unless we open it up to the Decatur community. We could try calling individual food trucks (e.g. Palookaville, Blaxican, Varsity, Slip's etc.), especially those that have been to campus. Attendance could fluctuate depending on the type of food.

The group agreed Thursdays might be better than Wednesdays during the summer. China agreed to create a quick survey to determine the interest on campus with two possible dates: June 29 and July 27. Lee will contact Demetrice Williams about conferences that may be on campus on those days that could affect attendance. It was suggested that the south patio of Alston would be a good place to host a food truck, as there is indoor and outdoor seating already available. If the food truck idea does not work out, we could consider an ice cream truck, King of Pops, or a Hawaiian shaved ice cart.

3. Beer/Wine Tracking

The happy hour cart is currently in Campbell's electrical closet. We need to come up with a system to track our inventory. People have been taking our beer and drinking it at inappropriate times, so we need to know what should be on the cart when it is out of our sight. HR has space where the cart could be securely kept, but it is far from our usual happy hour spots (Campbell, Alston, Bullock). Barbara suggested we select our happy hour locations far in advance and determine spaces in those buildings or nearby where the cart can be locked away. We should ask Alix if he has a space in Bullock for this purpose, as most of our happy hours are there. Barbara volunteered to create a tracking sheet that stays with the cart supply. This will also show what beers are most popular and help Lee with purchasing for happy hour, which she is happy to continue doing.

4. Employee Handbook

After our last discussion about casual days, Robyn noticed jeans are the first item listed as inappropriate (and in the personal appearance section) in the employee handbook. Although wearing jeans on Fridays is generally accepted, the handbook currently reads as though they are never appropriate. Karen said HR is acquiring new software that will help make handbook revisions easier. It was also suggested that Staff Council actively promote Spirit Days on campus.

STAFF COUNCIL AGENDA

June 22, 2017

10:00 a.m.

ITS Conference Room

1. Food truck update:

Out of 132 people surveyed

No - 15 people

Yes, June 28th - 14 people

Yes, July 27th - 18 people

Yes to both days - 85 people

2. July 6 meeting minutes

3. Layoffs: Mood of the campus? What can we do to help move forward?

4. Possibility of Beth Holder and other BOT members talking with staff in a forum

5. Ombuds role of Staff Council

STAFF COUNCIL MEETING

June 22, 2017

Council members present: Kate Colussy-Estes, Karen Gilbert, Sussy Vasquez, Amy Chastain, Chrys Randolph, Lee Davis, Barbara Miller, Rachel West, Robyn Dunn, and Henry Eyer.

1. Food Truck Update

Survey results: No - 15 people; Yes, June 28 - 14 people; Yes, July 27 - 18 people; Yes to both days - 85 people

We do not have enough time to plan for a food truck event on June 28, so we will move forward with plans for one on July 27. Between 80-90 people could attend. The summer camps and conferences on campus during that time are paying for their meals through dining services. The EMS reservation system is currently down, but it does not appear that anything else is on the calendar.

2. July 6th meeting

Since many of us will not be here, we will not meet on July 6. Our next meeting is July 20, and we will finalize plans for the food truck event and begin planning for happy hours. The party cart is locked in a closet in Campbell, and Henry is waiting to hear back from Alix about possible space in Bullock.

3. Layoffs: Mood of the campus? What can we do to help move forward?

Karen explained that four positions were eliminated, and two positions were changed to half-time. One person whose position became half-time chose to leave. The college is consistently generous in its overestimation of years of service when calculating severance amounts. Those who were laid off are taking advantage of the outplacement services being offered. Of the positions eliminated, one had lots of contact with students, and many current students and recent alumnae are upset by this particular decision. In addition, two people also voluntarily resigned recently and are getting mixed up in the layoff rumors. There is also a rumor circulating about women of color being disproportionately impacted by the layoffs. For privacy purposes, the college cannot share names.

Those who were here in 2011 agreed this was a much kinder, gentler process than it was back then (16 layoffs and 24 early retirements). There are many new employees on campus who were surprised by the layoffs, so it seems some remain uninformed about the college's financial situation. There is a group studying how the college can save money, including travel spending. Every department has its own procedures, which reduces our purchasing power. Admissions has strict travel guidelines for officers, but the college currently does not. Vacant positions may stay that way for a while. The Executive Committee of the Board is meeting today to approve the budget.

It is important to remember the decisions were about the nature of the jobs, not the people, but it is okay to take time to grieve the losses. Tenured faculty members feel protected and are comfortable speaking freely.

4. Possibility of Beth Holder and other BOT members talking with staff in a forum

Beth Holder and other BOT members are willing to visit with staff in a forum setting to talk about anything we want. We should schedule an All-Staff meeting in September or October, when everyone is back on campus and after we learn more about the college's financial situation at August's budget convocation.

5. Ombuds role of Staff Council

People may avoid HR because of the perception that HR only protects the college and not employees. Employees can always go to Kate, who promises confidentiality, but she can only provide support. HR can take action and has certain responsibilities to do so. Kate will draft an email outlining resources for employees, including the EAP, which Staff Council members should know and be able to guide employees to, especially if they are unsure if the issue is personal or workplace-related.

STAFF COUNCIL MEETING

December 7, 2017

Council members present: Kate Colussy-Estes, Henry Eyer, Karen Gilbert, China Wilson, Amy Chastain, Robyn Dunn, Kai Jackson Issa, Chrys Randolph, Ronald Day, Barbara Wilson, Rachel West, Sussy Vasquez, and Lee Davis.

1. BOT reports

Emily Kandetzki (Investment): The college is firing LCG after approximately 15 years and asking them what they would have done differently. Four new companies were interviewed and have been narrowed down to three. Of these, one company actually mentioned Summit (asking about the \$20M endowment draw). Non-voting members of the committee are included in the interview process. If we outsource a company to make investment changes for us, that would mean less administrative work for finance/accounting, but it would also mean less involvement for the committee. Under the current model, the committee votes to make changes. Is outsourcing the ASC way? The first-year student representative is very impressive.

Betsy Huey (Faith and Learning): This committee was formed after the Bible requirement went away, and historically, the purpose of the committee has been to select a Faith and Learning speaker. There is a need for the committee to clarify its vision as well as conversation about combining this BOT-led committee with the campus one. About thirty people attended this year's public lecture on November 7, which was filmed, and the speaker also made class visits. The college's covenant with PCUSA is due for renewal this year.

Lee Davis (Finance): This is a big transition year with the retirements of both President Kiss and John Hegman. The committee passed a spending resolution of \$14.5M from the endowment next year. Our spending rate is 6.02%. The cost of undergraduate tuition will increase next year by 3% (\$53,490 including room and board). Summer school costs \$450 per credit hour, and the graduate program will cost \$900 per credit hour. Our costs are low in comparison to other liberal arts and women's colleges, although Spelman is lower still. Our goal of 1,100-1,200 students is too low.

Casey Long (Enrollment): The committee discussed the makeup of the class of 2021. There are 251 first-years, which is 21 fewer than last year. There are fewer international students (31 last year vs. 11 this year). International student enrollment is down across the board for private four-year colleges. Applicants also did not receive a bump in scholarship money/financial aid after Scholar's Weekend this year. The college has introduced the Trailblazer's Scholarship, worth \$25,000 a year. To qualify, students must have a 3.75 GPA, 26 ACT, or 1250 SAT. This scholarship is a bit of a risk, but the college hopes it will pay for itself by encouraging more students to enroll. Applicants are being sent an assessment after accepting or declining enrollment, and the college has received high rankings for study abroad, leadership development, and career-focus. However, the college ranks low in the digital portfolio. Perhaps this is not yet on students' radars, so they do not yet appreciate its value. The digital portfolios may be a better tool for retention instead of enrollment. ASC has an 86.6% retention rate (compared to 82% in 2010). The average for private four-year colleges is 81%.

Kai Jackson Issa (Audit): The college passed its audit, and the committee met the new auditors.

2. TIAA-CREF update

There is a Lunch and Learn on Monday to discuss the TIAA-CREF update. The college will have better investments in its plan as the college will own the plan instead of individuals, allowing the college to remove and replace funds instead of simply freezing them, with no action required from individual employees.

3. Holiday Lunch Festivities

Supervisors of Promise Award winners have been notified in order to try to get their employees to attend the luncheon. Kate will follow up with Shakeyla about the sweater contest logistics (timing, voting, prizes, etc.). The after-party at Twain's is set for 2:30-4, and Staff Council will provide pitchers of water and appetizers. We need to remind folks in the Irvine announcement that they are responsible for their own adult beverages. China, Chrys, and Kai will work together to write the announcement and send an RSVP link from the Staff Council email. Chrys does not have a p-card, so Kate or Barbara will settle the tab. Kate and John Pilger will be presenting a gift at the luncheon to President Kiss from the faculty/staff.

4. Faculty Meeting updates

There was a conversation about the status of the graduate program, including hiring, mission statement, and preliminary talk of tuition remission. The college is behind in the benchmarking process for the campus climate assessment. The college is in the process of hiring consultants for the CFO search but wants to have the next president chosen before proceeding further. Staff Council has four seats at the faculty meeting, so we need to use them. Since there are no happy hours in March (Journeys send-off) or April (Summit Journeys), Amy and Sussy can attend those if they wish. A few faculty members have signed up to help with happy hours, but we need a bulleted list of how they can help in order to make things easier.

5. Presidential Search

The committee interviewed candidates for two full days in October and have narrowed the pool down to four individuals, who were interviewed again last week by eight staff members, eight faculty members, eight students, cabinet members, BOT members, and the search committee. The search committee will meet again next week and will make its nomination to the BOT soon. The college is still on track to announce its next president in January, which is critical as other colleges are also conducting presidential searches. The committee is very pleased with the candidate pool, which is diverse and brings different things to the table.

6. Survey

We will send the survey tomorrow and at the holiday lunch on Tuesday will remind people to complete it.

Our next meeting is scheduled for 12/21, but may be cancelled, so watch your emails.

Future topics:

A thank you gift for Alix (something related to spiders/Spiderman/superheros)

Continue grievance procedure conversation

S. Candler Street crosswalk

STAFF COUNCIL AGENDA

July 20, 2017

10:00 a.m.

ITS Conference Room

1. Food truck event
2. Happy Hour planning
3. Community Forum
4. Staff Reps to BOT

STAFF COUNCIL MEETING

July 18, 2017

Council members present: Henry Eyer, China Wilson, Chrys Randolph, Amy Chastain, Lee Davis, Rachel West, Robyn Dunn, and Kai Jackson Issa.

1. Food Truck Event

Lee presented the food truck options, and after much discussion, it was decided that it is best to postpone this event to a time when there are more people on campus to attend to make it worthwhile for all participants. There was more work involved in planning this event than anticipated. We could instead host this event during fall break or in place of a happy hour to give us more time to plan and advertise.

2. Happy Hour Planning

We will not be having a happy hour on August 4, but we should make sure to reserve Bullock atrium for September. Amy will confirm the dates of the faculty meetings (via the faculty services website or Susan Dougherty). Henry shared that Alix Valcin, unsung Staff Council hero, is giving us a closet in Bullock in which we can store our happy hour supplies. It was suggested we consider hosting a happy hour in the lobby of Buttrick this year, as there is now a piano there and might make for a fun piano bar atmosphere.

3. Community Forum

This year's Community Forum will be on August 10. Our role once again will be to welcome new employees. We will ask them to sit together and introduce themselves and perhaps share an interesting fact. Kate will share what Staff Council has planned for the coming year. We will then hear from a guest speaker about prospective students from the Homeland Generation, members of which initially worry more about their basic needs being met than academics. Lunch will be served after the forum.

Chrys will contact Human Resources for a list of new employees since the beginning of the year (January). Rachel will send them an email to let them know about the community forum, and Lee volunteered to make name badges for them. Depending on how many there are, we might be able to give each a small gift. There may be plastic cups available, but we should check with Marketing to ensure there are no branding issues.

4. Staff BOT reps

We have quite a few staff BOT representatives to replace this year, and LeaAnn has suggested we recruit a pool of people who self-select in order to take the mystery out of the process. Henry will draft an email asking for volunteers who are interested in representing staff at BOT committee meetings. We are looking to put staff members on committees they are not already experts in to help them meet new people and learn new things. China will help Henry with a Google Form, where Barbara and Pete can add names of those who are interested but do not have regular access to email.

5. Safety Drills

Although this was not on the agenda, a conversation began about the need for certain staff to have panic buttons at their desks. It was suggested we invite Chief Hope back for a public safety update and ask about the possibility of another active shooter drill.

STAFF COUNCIL AGENDA

August 3, 2017

10:00 a.m.

ITS Conference Room

1. Community Forum Logistics

Thursday, August 10 at 11 a.m.

STAFF COUNCIL MEETING

August 3, 2017

Council members present: Kate Colussy-Estes, Karen Gilbert, China Wilson, Amy Chastain, Lee Davis, Rachel West, Robyn Dunn, Sussy Vasquez, and Ronald Day.

1. Community Forum Logistics

Karen has requested names of new employees since January and will also request new employees since our last community forum in August 2016, as there was no other event at which they were recognized during the previous year. The list should have their date of hire, position, and department, so Kate can properly introduce them at the community forum. Karen will also send the list to Lee who is making nametags. Due to our current budget situation, we cannot provide swag, but Karen will see if Wellness has anything to give employees at new employee orientation in September (20 attendees). Kate will email the VPs (and copy their administrative assistants) to ask about role changes for current staff that should be mentioned at community forum and will also remind them about providing updated organizational charts to be posted on OPD (due every August and January). Kate will send out an email from the staff council address to remind everyone to attend the community forum (August 10 at 11 a.m.) as well as to RSVP for lunch in Evans afterward.

2. Happy Hour Planning

Amy has reserved Bullock's atrium for September's happy hour and will also book the space for the rest of the year. We can release the reservations should we decide to host happy hour elsewhere for a particular reason, but this should prevent having to worry about a location reservation every month. We may consider hosting happy hour in Buttrick in January to avoid interfering with student academics, but attendance may be low then without a faculty meeting that month. Amy, Lee, and Ron will check with Henry about the current location of the party cart and will take inventory within the next week.

3. Health Fair

Karen shared the third annual health fair will take place on August 25 from 11 a.m. to 2 p.m. This year's event is a Community Health Fair in Evans Dining Hall, and HR is working with Student Life on vendors for students. Complimentary biometric screenings for faculty and staff are offered beginning at 9 a.m. The first 50 employees to sign up get a \$25 Amazon gift card, and the next 80 get a \$10 Amazon gift card. Individual results are private, and the college only receives aggregate data. Blue Cross gives us \$10,000 a year for wellness programming, which may entice more people to participate in these kinds of events.

4. BOT meeting

Kate will contact LeaAnn Hudson to confirm the date of the fall board meeting before we solicit staff members to be representatives on BOT committees.

5. Next Meeting

Since move-in day is on August 17, we are postponing our next meeting until August 24, when we will finalize plans for September's happy hour and discuss how Title IX training or background checks may apply to non-employees who interact with students on a regular basis.

STAFF COUNCIL AGENDA

August 24, 2017

10:00 a.m.

ITS Conference Room

1. September 1 Happy Hour Logistics
2. Chair Apparent Election
3. Ombuds Role of Staff Council
4. Title IX training/background checks for non-employees
5. Update on Food Truck Thursday

STAFF COUNCIL MEETING

August 24, 2017

Council members present: Kate Colussy-Estes, Henry Eyer, Karen Gilbert, China Wilson, Amy Chastain, Lee Davis, Robyn Dunn, Kai Jackson Issa, Sussy Vasquez, Barbara Miller, and Ronald Day.

1. Happy Hour Logistics

Amy has reserved Bullock for happy hours for the year except for one or two months when it is not available (Dana was suggested as an alternative, and Buttrick has been mentioned previously). Inventory of the party cart was completed on August 3. Amy, Sussy, and China will move the cart from Campbell to the storage room in Bullock, and China will submit an announcement to the Irvine. The group signed up for tasks on the happy hour spreadsheet, and Amy will be recruiting happy hour helpers to assist in the future.

2. Chair Apparent Election

Lee Davis expressed interest in being the chair next year, and there were no nominations from the floor. Lee is Chair Apparent for 2017-2018 and will be Staff Council Chair in 2018-19.

3. Food Truck Update

Lee reserved the Hub and patio for Thursday, October 12 for a food truck event. Vendors will arrive and set up from 10:30-11, and lunch will be 11:30-2. She will be reaching out to Blaxican, Roly Poly and Daddy's Girl Gourmet Dogs to confirm minimum pricing and vegan options. She will also contact Jennifer Duncan and LeAnna Rensi Casey, as they have an existing relationship with King of Pops. Henry will oversee music.

4. Background checks for non-employees

Human Resources does free public safety background checks (Georgia only) for visiting artists or professors or anyone with an ongoing role at the college. This is different from the national background check done for Agnes Scott employees. Background checks are not necessary for one-time guest speakers or lecturers.

5. Ombuds role of Staff Council

The college has an open door policy, which asks employees to discuss any issues with their supervisor. If they are not comfortable doing so, they can go to HR. Gender-based discrimination and harassment is covered by Title IX policy, but the college is updating its policy to address situations that are not gender-based. Union employees have a formal process (John Mobley is the union steward), but they can also go to HR. When an employee meets with Karen about an issue, she helps them think through a possible resolution. If someone is not comfortable going to HR, they can also go to Chaplain Kate, who has a special dispensation and cannot be compelled to testify in court.

If an employee brings an issue to the attention of Staff Council, members should determine if an employee is simply venting or asking for action. In some cases, staff may perceive us to have more influence than we actually do, but we do what we can by arranging town halls and sending memos to the cabinet when appropriate. During the layoffs in 2011, Staff Council functioned as a mouthpiece to share information in a time of deep uncertainty and stress. While happy hours are important for morale through community-building and fellowship, Staff Council certainly has a larger function as evident via the mission statement. Kate will share the mission statement with staff via email and remind them that we are a resource, perhaps also asking, "What does Staff Council living out its mission statement look like to you?"

6. BOT meeting

Henry is waiting for a response from LeaAnn Hudson to approve the messaging for the "all call" BOT staff liaison email, which will also include a confirmed date for the BOT meetings.

7. Holiday Party

The holiday party has not been cancelled, but the college will be scaling back on the festivities (e.g. no VP parties). We also need to examine the functionality of Promise Awards before nomination requests are sent.

Our next meeting is next week: August 31.

STAFF COUNCIL MEETING

August 31, 2017

Council members present: Kate Colussy-Estes, Henry Eyer, Karen Gilbert, China Wilson, Amy Chastain, Robyn Dunn, Kai Jackson Issa, Sussy Vasquez, and Barbara Miller.

1. World Map/Thoughtful Hours

Since Kate needs her bulletin board back, we need to find a place for the world map, which was used to record ancestral origins during a few of last year's Thoughtful Hours. Kate will reach out to Jennifer Lund about housing it in the International Education office in Buttrick. Karen also offered HR as an option. Similar to Thoughtful Hours, the college will host "Agnes Dialogues" this year. There will be two sessions each semester, open to faculty, staff, and students. Since safety is a top priority for our students, disaster preparedness was mentioned as a hot topic. A safety fair, similar to the health fair with vendors, raffles, and giveaways, was suggested, but that would take a lot of planning. Chief Hope hosting a panel discussion might be a good alternative. Kate will invite Chief Hope to a future meeting to discuss this possibility. Perhaps we can also coordinate another active shooter drill, as there was little to no preparation or follow up the last time this was attempted. Chrys did Community Emergency Response Training through Dekalb Fire and Rescue and took an online course on active shooters. Barbara also has extensive training in this area. Facilities does have protocols, as do Food Services and Residence Life, in terms of who needs to be on campus in an emergency. Several Residence Life employees live on campus, and all college VPs live within a block of the college. The college could potentially reach out for other volunteers if necessary, but in many emergency situations, it is likely safer for those not already on campus to stay home.

2. Promise Awards/Holiday Party

Karen has simplified the nomination form for Promise Awards so that there is only one question. She has also added language to clarify that winners are chosen based on performance and that submitting more nominations does not increase a nominee's chances. HR determines what category (Program Manager, Hourly, etc.) an employee belongs in, so those writing nominations no longer have to try to make this determination themselves. Although award winners are kept secret, if a winner does not typically attend the holiday party where the awards are announced, Karen will reach out to the supervisor to make sure the employee attends. Karen will send a save the date for the party (to squash rumors that it's been cancelled) along with the first call for nominations. VP holiday parties are not happening with college money this year. Since Duke has left ASC, we can no longer have the after-party at his house. Instead we will meet at Twain's, and the college can provide appetizers, putting less stress on Staff Council to set-up and clean-up.

3. Ombuds role

If we learn of an issue an employee is having, Staff Council should determine if the issue affects or applies to more than one person. A new role for Kristian Contreras is in the works which would involve faculty/staff training around diversity and inclusion and managing employee affinity groups (she would still report to Kijua). Listening sessions for the presidential search committee continue next week, and the search committee is having an anti-bias training scheduled.

4. Faculty Meeting

The first faculty meeting of the year is tomorrow at 2 p.m. in Teasley Auditorium in the Bullock Science Center. Kate, Karen, Chrys, and China will attend as Staff Council representatives to listen to faculty concerns and learn about anything that may apply to staff. Kate will email John Pilger to remind him about the open invitation to attend Staff Council meetings.

5. BOT reps

Henry has received no word from Lea Ann about suggested language to recruit new staff representatives for this fall's Board of Trustee Committee meetings.

STAFF COUNCIL AGENDA

September 14, 2017

10:00 a.m.

ITS Conference Room

1. Post-Irma Staff Needs
2. All-Staff Meeting Date
3. Any updates about:
 - Faculty Meeting
 - BOT reps
 - Campus safety drill

Next meeting: Diversity Audit

STAFF COUNCIL MEETING

September 14, 2017

Council members present: Kate Colussy-Estes, China Wilson, Amy Chastain, Robyn Dunn, Kai Jackson Issa, Sussy Vasquez, Chrys Randolph, and Ronald Day.

1. Post-Irma Staff Needs

Since there are still some faculty and staff members experiencing power outages, Kate is going to send out an email with Woodruff Gym's hours for those who may need access to shower facilities. Chrys confirmed the hours for Friday (7:30 a.m.-7 p.m.), Saturday (9 a.m.-4:30 p.m.), and Sunday (1-4:30 p.m.). There is a shower in Alston as well. Kate will also reach out to Pete to confirm that employees can still eat for \$3 on the weekends, as having to eat at restaurants is costly. Kate, JLP, and members of the Caribbean Student Association are working together to determine relief/support efforts to those affected by Hurricane Irma. There is a young alumna living in St. Croix who can be a good resource for the area's ongoing needs.

2. All-Staff Meeting Date

We will try to schedule the All-Staff Meeting for October 12 to coincide with food truck event. The topic on everyone's minds is campus safety/emergency preparedness. Kate emailed Chief Hope last week (before the storm) and will follow up again next week to confirm his availability and willingness to speak to this subject.

3. Faculty Meeting/Happy Hour

At the faculty meeting, Karen Goff gave an update on Student Affairs, including new student conduct procedures. The happy hour that followed went well. Little Caesar's took a little longer than anticipated to prepare our order, so whoever picks up the cheesy bread should not also sign-up to set-up. We may want to consider having our order delivered through Uber Eats if the wait time does not improve. Amanda Garlin will always stay to help with clean-up, but we still need more help. Faculty can't help set-up because of their meeting, but they may be willing to assist with clean-up duties. When the next happy hour is announced in The Irvine, we will ask volunteers to sign-up via Google form to help with set-up or clean-up. Amy will be out of town for October's happy hour and confirmed happy hours end at 5, not 5:30.

4. BOT Representatives

Most BOT committee meetings will take place on October 19, with the plenary session on October 20. Henry will confirm with Lea Ann ASAP so that we can put a call out for new staff representatives.

Next meeting: Diversity Audit with Kristian Contreras (20 minutes)

STAFF COUNCIL AGENDA

September 28, 2017

10:00 a.m.

ITS Conference Room

- 1. Supply Closet and Hurricane Aid fundraising at 10/6 happy hour**
- 2. Researching faculty and staff affected by the natural disasters**
- 3. BOT Committee Representation**
- 4. Diversity Audit - availability on 10/12?**
- 5. Update on & Promotion of Oct 12 Food Trucks**

STAFF COUNCIL MEETING

September 28, 2017

Council members present: Kate Colussy-Estes, Henry Eyer, China Wilson, Amy Chastain, Robyn Dunn, Kai Jackson Issa, Sussy Vasquez, Chrys Randolph, Ronald Day, Rachel West, and Lee Davis.

1. All-Staff Meeting

We will try to pull this together for October 12. Kate will follow up with Chief Hope to see if he is available to talk about emergency preparedness. Rachel will reserve Lower Evans for 10 a.m. Food trucks will be outside of Alston after the meeting for those who want to join us for lunch. We will schedule a separate Staff Council meeting for the diversity audit conversation with the Center for Diversity and Inclusion.

2. Happy Hour 10/6

Amy will not be here for the next happy hour, which will again be in Bullock, so Lindsey Walsworth and Leah Owenby will be helping set-up. We should request a mic and speaker so we can make announcements regarding our supply/fund drives. The Scottie Supply Closet is now run by Brittney King and is need of supplies in preparation for fall break (October 12 and 13). Chrys will work on procuring a needs list to share with China to go into The Irvine. Kate has a student-worker doing inventory today, but we anticipate items needed will include easy-open/microwavable canned goods and toiletries. Honi and JLP are also leading an effort to raise funds for hurricane relief for affected students and young alumnae. These announcements can run in The Irvine on Tuesday and Friday (Amy will check the reservation confirmation number for China).

3. BOT representation

Only one BOT committee has a returning staff representative, so we need more staff interested in this role (five responses so far: Lee Davis, Lindsay Walworth, Emily Kandetzki, Liz Bagley, and Molly Embree). Enrollment is working on finding someone from their division. Henry, Kai, and Chrys would be interested in open spots if needed. Henry will send a “last call” email before tomorrow’s deadline.

4. Hurricane Effects on Staff

Although there has been much focus on students, faculty, and alumnae affected by the recent hurricanes, very little attention has been paid to staff members affected. As we go about our days, we should be mindful of those who we know are from these areas or mention they have family members there. We can keep these names on a spreadsheet while we determine what can be done for them.

5. Food Truck Event

Daddy’s Girl Gourmet Dogs is confirmed for our “Fall Break Food Truck” event on October 12, as is King of Pops. Blaxican is too expensive for us, so Lee will look into a replacement. The reservation is complete, and Public Safety is aware to help with allowing the trucks to drive in. The sprinklers should also be turned off during this time. China and Kai will work on a graphic for an email that we can send to all faculty and staff, with photos of the food trucks as well as links to their menus. Students are welcome to attend, but we must make it clear to them that these food trucks are not free, which is what they are accustomed to with student events. Lee will also check with Pete to make sure he knows we are doing this.

STAFF COUNCIL AGENDA

October 24, 2017

10:00 a.m.

ITS Conference Room

1. Happy Hour - 11/3
2. Diversity Audit Conversation - 10/26
3. Survey staff re: happy hour and food trucks

STAFF COUNCIL MEETING

October 24, 2017

Council members present: Kate Colussy-Estes, Henry Eyer, China Wilson, Amy Chastain, Robyn Dunn, Kai Jackson Issa, Sussy Vasquez, Chrys Randolph, Ronald Day, Barbara Wilson, and Karen Gilbert.

1. Happy Hour - November 3

Amy will not be able to attend November's happy hour as she will be with the Alumnae Board. After some discussion about interest and burnout, the group decided to cancel November's happy hour. China will send an announcement to The Irvine. It was suggested we also forgo the December happy hour, since we are having the holiday after-party at Twain's (2-5 p.m.). However, Leah Owenby has contacted us about doing a retirement toast for Susan Dougherty as we have done for others in the past. This would move December's happy hour location to Dana. We also need to see if Leah will provide cake and champagne as she did previously.

Chrys volunteered to contact Twain's to reserve space and order food for 40-50 people for the holiday after-party. We should stagger the platters (e.g. veggies and dip, chicken fingers) over the course of the party if we can. It was also decided that we will only have two happy hours during the spring semester: February 2 and May 4. China will begin to include an RSVP link in the Irvine announcements.

2. Diversity Audit - October 26

Kijua and Kristian will make a presentation about the upcoming campus climate/diversity audit at our meeting later this week. Please attend and ask questions.

3. Staff Survey

It is time we survey the staff about our offerings. Kai will set up the survey via Google form. Suggestions:
Happy Hours: Do you attend? How often? Why not? What other activities would you like to see (e.g. ping pong, corn hole, crafts, games, Just Dance, trivia, etc.) Any food or beverage suggestions?
Food Trucks: Did you attend? Why not? Any suggestions? Were they a worthwhile investment?
ASC 101: Topics of interest for the future?

The group agreed that Thoughtful Hours are too difficult to schedule on a regular basis and should be used only as needed, especially if the college is going to do Agnes Dialogues.

4. Board Report

Kate shared recent Staff Council activity at the BOT meeting: The community seemed more prepared for this summer's layoffs than in the past; President Kiss spoke at the All-Staff meeting regarding the 1-percent pool for salary raises; Staff Council continues to discuss its ombuds role and the grievance procedures for staff; the food truck event was well-received.

Campus Climate Assessment on Diversity
Presented by Kijua Sanders-McMurtry and Kristian Contreras
October 26, 2017

Council members present: Kate Colussy-Estes, Henry Eyer, China Wilson, Amy Chastain, Robyn Dunn, Sussy Vasquez, Ronald Day, Barbara Wilson, Rachel West, Lee Davis, and Karen Gilbert.

- What is a diversity audit? The term is interchangeable with campus climate assessment for diversity. It helps us answer the questions: What is diversity on our campus? What is happening in our environment?
- Participants: faculty, staff, students, alumnae, BOT members.
- We must pay attention to intersectional experiences - not just someone's race, gender, class, sexuality, etc.
- This is part of the 2020 Strategic Plan "Leading in a Global Society"
- The assessment is evidence-based, not merely anecdotal information, and will produce a diversity action plan that outlines the research and findings.
- Audits should happen consistently, every few years, as longitudinal data is important.
- The framework or barometer of measurement is "Inclusive Excellence." Do our behaviors and patterns make us a welcoming community?
- There will be a diversity research team and a task force. Internal interviewers can skew data unintentionally, so an outside research firm/consultant will be brought in for those.
- Pre-data collection: key research questions and narrative literature review
- Data collection methods: environmental scan (print and web-based materials), building mapping (physical space), key informative interviews, student focus groups, faculty/staff focus groups, site visits, surveys. All will be approved by the Institutional Review Board.
- Themes/trends that emerge from the assessment could impact budget decisions.
- Anonymous feedback on the plan can be made via the [website](#).

STAFF COUNCIL AGENDA

November 9, 2017

10:00 a.m.

ITS Conference Room

1. BOT representatives: Lindsey Walsworth, Molly Embree, and Lee Davis
2. David Thompson re: presidential transition
3. Review updated faculty grievance procedures
4. Follow-up re: 11/17 happy hour
5. Idea for holiday lunch festivities
6. Survey

STAFF COUNCIL AGENDA

December 7, 2017

10:00 a.m.

ITS Conference Room

- 1. BOT representatives: Casey Long, Betsy Huey, Emily Kandetzki, Kai Jackson-Issa and Lee Davis**
- 2. Holiday luncheon: After-party and sweater contest**
- 3. Updates from faculty meeting**
- 4. Survey status**

STAFF COUNCIL MEETING

December 21, 2017

Council members present: Kate Colussy-Estes, Henry Eyer, Karen Gilbert, China Wilson, Amy Chastain, Robyn Dunn, Kai Jackson Issa, Rachel West, Sussy Vasquez, and Lee Davis.

1. **Staff Council vacancy:** Chrys Randolph tendered her resignation and will be leaving the college at the first of the year. The council checked the bylaws regarding vacancies, and nominees from the last election should be considered first. Carolyn Cornelison was on the spring slate and is interested in this position. She is housed in Student Affairs but still works closely with Athletics. The council voted to offer the council vacancy to CC.
2. **Grievance procedure:** Kate will share what was presented at the November faculty meeting, as we need to consider mirroring policies for staff. Karen and Marti are working on the handbook, and Karen will bring the college's current policies to share. In the new year, Staff Council will talk more about our role in the grievance process for those staff members for whom HR is not a good fit.
3. **Holiday after-party:** The survey should be revised to include questions about the December after-party. About 25 in total attended, though not all at once. We probably could have publicized the event better, but many people just want to take advantage of the extra personal time when the college officially closes. Would we have better attendance moving this event to the Friday after the holiday party? Do we even need to have an extra event if we continue to host a December happy hour for those retiring? Henry suggested progressive caroling that starts with hot chocolate and ends at a happy hour, bringing the party to those who feel like they cannot leave their offices while also encouraging those who can to join us.
4. **Happy Hours:** College Advancement will be hosting February's happy hour at 213 S. Candler. May's happy hour will celebrate President Kiss (with mini quiches!).