

STAFF COUNCIL AGENDA

January 4, 2018

10:00 a.m.

ITS Conference Room

1. **Current procedures for faculty and staff grievances**
2. **Thank you gift for Alix**
3. **S. Candler Street crosswalk**
4. **Survey status**

STAFF COUNCIL MEETING

January 4, 2018

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

1. **Thank you gift for Alix:** Staff Council would like to get Alix a gift as a token of our appreciation for allowing us to use his closet space for our happy hour supplies. Henry will do some research via J. Pilger to find out what Alix would like. Possible suggestions: restaurant gift card, spider puzzle.
2. **S. Candler crosswalk:** After a staff member sent an email in December to John Hegman regarding the crosswalk to the S. Candler lot, John reached out to the City of Decatur to arrange a meeting to discuss this dangerous spot. The meeting will include Chief Hope and David Marder.
3. **Survey:** Before sending out the staff survey, we need to make sure to include questions about the holiday-after party. The survey should go out early next week.
4. **Grievance process:** The union grievance process is laid out in union members' contracts. Both Karen Gilbert and the union steward are involved in the process. For other employees, there is a problem-resolution policy in the handbook. The college used to have a complaint policy, which was replaced by the new [Title IX policy](#) (this policy also applies to students). This process has worked for the college and requires thorough and fair investigations (the appeals process is internal with no involvement from an external third party). If someone doesn't perceive discrimination or harassment as gender-based, the process is still the same, but we are worried grievances are not being brought forward because of the misperception that they must be gender-based. The faculty is having an open conversation about this, but the staff is not. The faculty is close to finalizing its version of the grievance process, so we should review it when it is finished. Staff are at-will employees, which is why some of our policies/protocol are different (faculty can't get fired for not doing their jobs; as they are self-governed, the faculty has to agree to fire one of its own). How can Staff Council help inform our grievance process and get the word out? Do we need to create a flowchart to show people who to go to in certain situations? Karen's role is not to simply protect the college; by protecting employees, too, the college is also protected. People can also go to Amanda or Wynette if they prefer, but that information will still flow back to Karen. Should there be other point people (e.g. "deputize" Staff Council to help advise)? Staff Council members are not trained to know how to respond and are not confidential resources like CAPS or Chaplain Kate. Cabinet will bless the new version of the handbook on either January 16 or 23, and Karen will share that with us. It will be searchable and have a way to notify everyone when updates are made.
5. **All-Staff meeting:** We should have an all-staff meeting to review our grievance policies and announce the new handbook. For many, going to Karen feels like hitting the panic button and going straight to the top. We need to make the process more accessible and show staff that we too are having conversations about power inequality. China will look at Lower Evans' availability for February 8 at 10 a.m. We can provide coffee and snacks. We should not advertise this as a #metoo or Title IX presentation, as this may turn people off. We need to figure out a catchy way to encourage people to attend, like "Fish in the Microwave: How to Resolve Office Conflicts."
6. **Vacancy:** Kate has emailed CC's supervisor (Karissa) to confirm her availability to serve.

Next agenda: Food Truck event, All-Staff meeting update

STAFF COUNCIL AGENDA

January 18, 2018

10:00 a.m.

ITS Conference Room

1. All-Staff meeting update
2. Food Truck event planning
3. Happy Hour logistics/sign-ups
4. Vacancy
5. Alix gift?
6. Survey?

Staff Council Agenda 1.23.18

1. All-Staff meeting update
1. Food Truck event planning
1. Happy Hour logistics/sign-ups
1. Alix gift?
1. Survey?

STAFF COUNCIL MEETING

January 23, 2018

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

1. **All-Staff meeting update:** Lower Evans is reserved for our All-Staff Meeting on February 8 at 10 a.m. China will submit a “save the date” announcement to The Irvine. She will also amend the EMS request to include a table for food and drink and ask Pete about providing coffee and tea. Sussy will pick up munchkins from Dunkin Donuts for 50 people. Karen will present about our current grievance procedures.
2. **Food truck event planning:** We would like to plan the next one for Spring Break (week of March 12). The 15th might be the better day, as people may take off on the 16th. Sussy will check with Pete to see if Evans will be serving that week. The Blaxican was suggested as an option.
3. **Happy hour logistics:** Sign up for a task for our February 2 happy hour if you haven’t already. Alix will give Amy a key to the closet to put our supplies away after the event. Even though the event is in 213 S. Candler, Amy will submit an EMS reservation for extra trash/recycling bins and so we can have a reservation number. This will allow China to submit to The Irvine and invite faculty and staff to sign up to help. Amy and Sussy will do a walk through of the space.
4. **Gift for Alix:** Sussy volunteered to get a gift card from Home Depot for Alix, who is doing some renovations on his house, as a thank you. We will determine the value of the gift card after looking at the budget (either Kate, Karen, or Barbara can provide this information).
5. **Survey:** We need to add the Twain’s after-party event to the survey, which everyone should have access to edit. It was also suggested “Is there something you would like to see Staff Council address?” be added. Kai will send the survey to Staff Council for a final review before sending to staff. If we send the survey out this week and close submissions on the 31st, we can have the results ready to share at the All-Staff meeting.
6. **BOT report:** Kate must give a Staff Council report to the Board of Trustees next week. She will plan on updating the Board on the following: our emergency preparedness presentation from Chief Hope and continuing discussions about the S. Candler Street crosswalk, our ongoing conversations about our grievance procedure, our food truck success and intentions to host again in the spring, and our survey results.
7. **Vacancy:** Our by-laws require we look at the list of candidates from the last election to fulfill a vacancy. Robyn will see if she can find the most recent ballot of names. Otherwise, we will wait until the next election to fill the vacant position.

STAFF COUNCIL AGENDA

February 15, 2018

10:00 a.m.

ITS Conference Room

1. ASC 101 topics
 - a. Titles and roles: What's the difference between a director and an assistant director or an assistant professor and a full professor? What do all these titles mean anyway?
 - b. What exactly is shared governance (and do staff have any role)?
2. Take Our Kids To Work Day (Thursday, April 26)
3. NCAA Division III Week (April 2-8): possible event with Athletics
4. Review of Staff Council Survey

STAFF COUNCIL MEETING

February 15, 2018

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

1. **HR update:** Karen shared that an email box has been created to help advise employees on various avenues of problem/conflict resolution (HRconcern@agnesscott.edu). Right now the senders would be visible to Karen, but Henry is looking into the possibility of making it anonymous. HR is also looking into using Red Flag for Title IX issues. This is a reporting/notification tool that has been used by the Wellness Center for student concerns.

Next year's holiday calendar has been drafted and is pending cabinet approval. The calendar includes 15 days off (compared to 14 this year), requesting nine Fridays with August 6 as the first full week back from summer. Staff should always communicate with their supervisors if the summer schedule does not work for them and they need to continue working regular hours. Also included is the early closing of the college on the Wednesday before Thanksgiving, which counts as a full day of vacation for anyone who takes that day off.

HR is also looking into a SunTrust financial resource that would fold into the Wellness program. It would consist of online access or a book for financial training. Since Financial Peace with Dave Ramsey was very popular when Joeleen Akin facilitated it on campus a few years ago, this should be well received. Our TIAA representative will be on campus at the end of February/early March. An announcement will be in The Irvine on Monday with a link to sign up.

2. **Survey results:** 95 staff members responded to the Staff Council survey. Most of them were full-time employees (we have around 200 full-time staff members total). We learned that if we continue to do the holiday party, we need to better advertise it. We discussed needing more buy-in from supervisors so people don't go back to work after the luncheon. The upstairs space at Grindhouse is another possible venue choice for this event. However, doing a happy hour and the after-party in December might just be too much. More than half of the respondents said they attend happy hours often or always. Should we alternate happy hours with a breakfast event (College Coffee)? A different time could bring a different crowd, so we will consider adding one between now and May. We also discussed adding trivia, cornhole, and other contests/icebreakers to happy hours, as well as crunchy snacks. A food truck event was suggested for the week after commencement, but that is the week of Community Day (this week it is May 17). ASC 101 suggestions included job titles, shared governance, "who does what?", and ASC history.
3. **NCAA Division 3 Week (April 2-8):** Kate will follow up with Rosie about a possible event.
4. **Take Our Kids to Work Day (April 26):** Barbara can reach out to Georgia State to see how they organized this day on their campus. Amy can also pose the questions on local listservs to see what schools participate. If we pilot it this year, employees must understand they are responsible for their children on campus at all times and can not let them roam unattended.

STAFF COUNCIL AGENDA

March 1, 2018

10:00 a.m.

ITS Conference Room

1. Who is attending faculty meeting?
2. Food Truck event - volunteer to lead?
3. Candler crosswalk petition
4. Spring elections - how many vacancies?
5. Half Days & Holiday Pay (continuation of Thanksgiving conversation)

STAFF COUNCIL MEETING

March 1, 2018

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

1. **Faculty Meeting:** Sussy, Barbara, and Robyn will attend this Friday's faculty meeting. It begins at 2 p.m. in Teasley Auditorium. We have four spots at these meetings and should always try to use them. Anyone who attends should sit along the back wall as a quiet observer. The Journeys Send-Off Celebration begins upstairs in Bullock right after the meeting concludes - please try to go.
2. **Food Truck Event:** Since we have very little time to plan an event for spring break, we need to look at other dates. We should refrain from scheduling something when the dining hall is open, as we do not want to take business away from Pete. Late May after Commencement was suggested, but that is when we have Community Day. Skip's normally caters, but Karen said the food committee is shopping around and can take food trucks into consideration. Blaxican requires \$1,000 in purchases, and we are responsible for making up any difference. Kate suggested Staff Council can help with the cost and offered to attend a Community Day meeting. The committee's first meeting is March 8.
3. **Candler Crosswalk Petition:** SGA organized a petition to the City of Decatur to explore making the crosswalk between the Candler lot and campus safer. Kate forwarded the petition onto staff, and John Pilger shared with the faculty. There is a meeting with the city tomorrow about next steps.
4. **Elections:** We reviewed our membership and determined there will be seven vacancies to fill for Staff Council elections this spring. According to our bylaws, if we do not have enough candidates willing and able to fill all vacant slots, current members may choose to stay on for an additional year if they choose.
5. **Half Days and Holiday Pay:** There was confusion during our last meeting about the day before Thanksgiving. As an incentive to come in to work for the half day, exempt employees who take that day off have always been using a full day's worth of vacation time. Hourly employees are not affected by this policy, and this is the only day of the year where this policy applies. Very few people seemed to be aware of this policy, so there needs to be more education about it. There is also some confusion about a policy in the handbook regarding taking time off immediately before or after holidays. The group seemed to agree that an ASC 101 is in order to learn more about this topic (exempt vs non-exempt, how to properly fill out your timesheet, how do you count snow days, etc.). The college trusts employees to be honorable by asking supervisors in advance (instead of merely informing them) regarding time off. Private employers cannot technically offer comp time, but some departments with non-exempt employees work longer hours that are not reflected on their time sheets.

STAFF COUNCIL AGENDA

March 15, 2018

10:00 a.m.

ITS Conference Room

1. Journeys Thank You Party
2. Take Our Kids to Work Day (Thursday, April 26, 2018)
3. Spring election logistics/planning
4. May 4 Happy Hour location and logistics
5. Grand Magnolia and Staff Council support

STAFF COUNCIL MEETING

March 15, 2018

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

1. **Journeys Thank You Party:** We were experiencing difficulty with the Staff Council email address and so missed a mid-February email regarding a thank you party for Journeys. Julia Champlin followed up with Kate, asking for our support. The date will be April 13 (March 30 is Good Friday, and April 6 is the Writer's Festival). Staff Council will provide beverages (we should have enough inventory already). The Summit staff will take care of food and recognition programming. Kate will follow up with regards to venue (who is taking care of EMS reservation?), set-up and clean-up volunteers, and number of people expected.
2. **Take Our Kids to Work Day (April 26):** Do we want to participate in or acknowledge in some way? Would this event be disruptive to business? Amy received no reply from the City Schools of Decatur, so we do not know if there would be ramifications for kids missing school. Some campus departments are not allowed to have children, such as facilities, public safety, and dining services. We should put this on next year's agenda (or a survey). Admissions does not conduct tours for groups of children younger than 7th grade.
3. **Spring Break for Staff:** Many students and faculty members are not sensitive to the fact that staff members are working during Spring Break. How can we convey that the college is still open for business? At one of the last faculty meetings before the break, there should be a reminder that the college is not closed during this time (we could ask faculty services help relay this message). We could also consider reaching out to different departments asking them what they accomplished during this two-week period (Peak Week and Spring Break) and share our work in The Irvine. We could also include the number of staff volunteer hours during Peak Week.
4. **May 4th Happy Hour:** We cannot use Campbell or Bullock because of exams. EMS is suggesting Evans, but Reunion Boot Camp is the next day in this space, so overtime for facilities staff would be needed. It was suggested we approach LeaAnn about her offer to host one at the President's House. Our second choice is Dana (Amy will ask Leah if we need this option), but the President's House is an appropriate venue as our last happy hour under President Kiss.
5. **Grand Magnolia:** The daycare center will be opening an infant room in the fall but is still not financially accessible to the people who work here. We need more institutional buy-in to make it work. Tuition rates remain high because of the rent being charged by the college. There is a bigger vacant house on Candler owned by the college that the center is interested in moving into, but it would need to be rezoned. How can Staff Council support this endeavor? Kate will invite Emily Kandetzki and Janelle Peifer to an upcoming Staff Council meeting to discuss preferential admittance or discounted tuition for faculty, staff, and students.
6. **Faculty Meeting:** The faculty are exploring the college's TIAA investments to ensure there are no ties to gun/ammo manufacturers, sellers, etc. and would like the college to put out a statement saying we do not have any financial holdings in these areas. Kate will talk to Abraham Zablocki about this initiative, as it is likely also something many staff members would want to support.
7. **Spring elections logistics/planning:** We will put a call out for Staff Council nominations the week of April 9 or 16. We should encourage self-nominations and add our mission statement to the nomination form. We have seven vacancies to fill.

8. **Half Days and Time Sheets:** As we discussed last meeting, there is a lack of consistency and knowledge between departments regarding how time off/vacation is used and enforced. Some are not incentivizing work-life balance. We will continue this conversation at our next meeting if Karen Gilbert is able to attend.

9. **Campus Kid Fest:** The college used to have a Spring Fling sponsored by Student Affairs. We should invite LeAnna Rensi-Casey to a future meeting to discuss the possibility of partnering with SGA to bring this family-friendly event back.

STAFF COUNCIL AGENDA

March 29, 2018

10:00 a.m.

ITS Conference Room

1. Grand Magnolia
2. Ideas for April 10
3. Journeys Thank You Party
4. May 4 Happy Hour
5. Spring election logistics/planning
6. Time off/time sheets
7. Spring Fling
8. Lockdown drill

STAFF COUNCIL MEETING

March 29, 2018

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

1. **Lockdown Drill:** This week's lockdown drill revealed that employees working at Mollie's and Black Cat Cafe are not able to know when the campus goes into lockdown, since they do not have their cell phones with them. The drill seemed to go more smoothly than previous ones, as building captains were made aware and had checklists/review sheets. Admissions is now reviewing what tour guides and overnight hosts should do in the event of a lockdown. Any issues experienced during the drill should be reported to Chief Hope.
2. **Journeys Thank You Party:** Staff Council is helping support this event on Friday, April 13 from 3:30-5 p.m. in Campbell. Our roles will be to provide beverages, help with set-up, and encourage colleagues to attend. Kate will share the sign-up sheet with Staff Council.
3. **May 4th Happy Hour:** Our last happy hour of the year will be at the Scott-Sams House (the president's new house), and we will honor retirees Jennifer Lund and Dudley Sanders. Karen will check to see if there are any other retirees. The college has a very specific definition of who qualifies as an Agnes Scott retiree, so while one may retire here, they must meet specific requirements to be considered an ASC retiree and qualify for certain benefits (email address, library privileges, dining privileges, holiday party, etc.). Although he is having his own party and will not depart until August, we can also acknowledge John Hegman. We will of course be honoring President Kiss. Specific divisions/departments should handle "going away" gatherings for their employees.
4. **Time off/time sheets:** There is concern that employees do not realize that a full days' worth of vacation is taken when they take off the Wednesday before Thanksgiving, even though the college officially closes at noon. Karen spoke with Sheri about notifying employees when editing their time sheets to reflect this, and it seems not every person has been told when this change was made to their timesheets. The policy is now clearly stated on the FY19 calendar, but it may require a reminder as we near the holiday. It seems some hourly staff may be owed vacation time, and rather than looking back at all hourly employees' time sheets, we could give all employees four hours of vacation time for every year for the last three years (even if they did not take time off, their decision to work may have been affected by not having enough accrued vacation time to take a full day). As for exempt employees, staff council members should look at their own time sheets from the last three years as a sample to see what we are dealing with. This brings up the broader issue of time sheet confusion and inconsistencies and the need for an electronic system. Students are able to submit their time through ASC Agnes because they do not receive benefits or accrue vacation. The product we use for employees is being updated and may be more useful moving forward, but the biggest stumbling block is that vacation time does not come out of our paychecks until the month after it is taken. Karen will ask Sheri how many exempt employees are incorrectly putting specific hours worked on their timesheets. Excel timesheet templates were distributed in 2011, but perhaps not since then, so we should redistribute Excel versions or fillable PDFs and include instructions on how to fill them out. Anyone with a concern about their individual time sheet should ask HR.
5. **April 10 event:** Kate spoke with LeaAnn about our role in the surprise event to honor President Kiss. The plan is to send a decorated golf cart to her home at 8:30, which will then drive through a gauntlet of staff dressed in purple. Depending on the turnout, we will likely line the angled sidewalk between Alston and Main, leading to coffee and donuts. We are to quietly promote this to staff (we cannot send to #staff or President Kiss will see). There will be another event at 4:30 with more programmatic elements to which family members are also invited. Please work within your

departments to promote attendance and the wearing of purple. This will be a fun, festive day. Kate will follow up with LeaAnn, Demetrice, and David Thompson about specifics for both events.

6. **Spring Elections:** We will launch the nomination process on April 16 (China will update the form), with a reminder to be sent out the 19th. When Staff Council meets on March 26th, we will discuss the slate. Our May 10 meeting needs to move to May 3 because of Commencement. We won't be able to meet again after that to begin transitioning roles until May 24 (May 17 is Community Day).
7. **Distribution Lists:** Starting April 2, the ability for individuals to email to distribution lists will be strictly limited. There will be exceptions, as well as points of contact should someone need to get a message to a distribution list for which they do not have access.

Future agenda: Emily Kandetzki re: Grand Magnolia, LeAnna Rensi Casey re: Spring Fling event, per diem policy

STAFF COUNCIL AGENDA

April 12, 2018

10:00 a.m.

ITS Conference Room

1. Emily Kandetzki and Corey Dunn: How we can support Grand Magnolia
2. Art & Science meeting with David Strauss (April 18 at 2 p.m., Dieckmann)
3. Journeys Party sign-ups (April 13)
4. Karen's email re: Thanksgiving
5. Elections
6. Faculty Meeting updates: Faculty town hall, investment policy, religious life resolution
7. Happy Hour (May 4th - retirees besides Jennifer Lund and Dudley Sanders?)
8. Per diem policies

STAFF COUNCIL MEETING

April 12, 2018

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

- 1. Grand Magnolia:** Emily Kandetzki and Corey Dunn talked about ways Staff Council can help Grand Magnolia Early Learning Center, including 1) Communicate the needs and benefits of childcare for staff/faculty (HR will mention Grand Magnolia during the hiring process); 2) Help produce a brief overview for the new administration of the importance of family-friendly policies; 3) Support continued growth and accessibility via advertising and fundraising. Currently Grand Magnolia is not able to offer discounted rates as originally intended; it is barely staying afloat with full-priced tuition. It is also difficult to find donors without taking away from the annual fund. Two students are children of ASC faculty; the rest are community children. Alumnae who hear about the center are excited and wonder why the college isn't being more supportive. The college is offering rent at a discount, but if it were to provide the house rent-free, that could subsidize one child. The center is looking into non-profit status and whether it would be worth being its own non-profit or if it's better to piggyback off of ASC's status. The director is Janelle Peifer's mother, who is not taking a salary. The ratio is currently 3:1. They plan to open a baby room next year with six spots. Three cohorts of 6-7 children would be ideal. The center is located on E. Hancock behind the observatory but would like to move into another vacant campus house on Candler that is larger and more visible but would require rezoning. The center would like to eventually be flexible enough to offer part-time enrollment to balance staff vs. faculty needs. The future of the center hinges on the new VP of Finance. Alexa and Robiaun are currently the only working mothers on Cabinet. Janelle has talked to both and also had a good conversation with Danita about marketing. LeaAnn is preparing an onboarding binder for President Zak, which will include materials about Grand Magnolia.
- 2. Summit 2.0 Meeting:** Staff Council is among the targeted groups that have been invited to participate in a conversation with David Strauss from Art & Science to discuss Summit 2.0. Please plan to participate and RSVP to the calendar request for April 18.
- 3. Journeys Party:** The Journeys thank you party is tomorrow at 3:30 in Campbell atrium. We have plenty of everything except for white wine - Barbara will pick up a few more bottles. The Summit staff is taking care of food. We may want to reconsider this event in the future, as many Journey/Peak Week participants cannot attend at this busy time of the year or are being asked to staff the event. There is the sentiment that Journeys and Peak Week are now a part of normal operations, like Commencement or Achievement Weekend, and volunteers don't necessarily need to be thanked with a party anymore.
- 4. Karen's email re: time off at Thanksgiving:** Karen and HR have been very responsive about this issue, for which Staff Council is very grateful. An intern is working on the timesheets. When that is complete, we would like to have an ASC 101 to educate staff about how to properly fill them out (exempt vs. non-exempt), as people still seemed to be confused.
- 5. Faculty Meeting updates:** 1) The faculty are having a town hall meeting about what President Zak needs to know as she acclimates herself to Agnes Scott. Kate will talk to John Pilger about a Staff Forum opportunity to discuss what staff thinks she needs to know. 2) Lock Rogers reached out to Adrian Cronje, who responded that the Board is looking into the college's investment policy. However, the faculty had an expectation that Lock would work with the finance committee to draft resolution language regarding investments in gun manufacturers, ammo, etc. He will try to bring that to their next faculty meeting. 3) Kerry Pannell mentioned a resolution from students on religious diversity that was brought to cabinet, but Kate said she has not even seen it yet.

6. **May Happy Hour:** We need a final headcount of retirees from Karen. We will of course also be honoring President Kiss. Multiple gifts were given to her at the April 10 event, and Staff Council also participated in the gift given to her at the holiday party. Kate is looking into one last gift from staff for her last Happy Hour: amethyst stud earrings. President Kiss received an onyx ring at her inauguration, but in her new role, there may be times when wearing it may not feel appropriate. The earrings could be a more subtle way to have ASC with her in those situations.
7. **Elections:** China will share the nomination form with Staff Council for comments/edits. We would like to roll out the form on Monday or Tuesday of next week, with the nomination deadline of the 20th. Elections will then take place on the 24th and 25th.

Next agenda: Per diem policy, Candler crosswalk update

STAFF COUNCIL AGENDA

April 26, 2018

10:00 a.m.

ITS Conference Room

1. Elections/Ballot
2. May 4 Happy Hour (Marianne Bradley, Jennifer Lund, Dudley Sanders)
3. Candler Crosswalk update
4. Per diem policies

STAFF COUNCIL MEETING

April 26, 2018

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

1. **Elections:** Kate sent emails to all eligible nominees to confirm their interest and supervisor permission. She will also email Dan Watson, as he started working April 2017 and was inadvertently left off the list. The ballot will go out to staff the first week in May.
2. **May 4th Happy Hour:** Robyn will contact HR regarding the retirees we should be honoring. So far we have Jennifer Lund, Dudley Sanders, and Marianne Bradley. Henry will reach out to Elaine Meyer-Lee, David Thompson, and Liz Bagley to see if they will say a few words about their colleague. We will need a sound system, as there will be presentations for both the retirees and for President Kiss and Jeff. Jeff has requested the bar be in the parlor, the food on the dining room table, a dozen folding chairs, and two high boys on the screened-in back porch. We will also need cloths for all the tables. Amy and Sussy will check out the space together, and Shana is also meeting with Jeff to confirm everything. We can cut our regular cheesy bread order in half, as Amy will put in a catering order with Pete (fruit tray, veggie tray, mini-quiches, hummus and pita chips). We have \$800 left in the budget for the year. In addition to happy hour supplies, Kate will be purchasing earrings for President Kiss and will look into matching cufflinks for Jeff. We need to update the beer inventory (which is still in the custodial closet from the last happy hour). Before purchasing more wine, we should take a look at the wine LeAnna wants us to buy from her department. Lee will ask Leah Owenby about champagne quantity, as well as if she could be present to talk about the art on the walls of the house. China will include directions to the house and an RSVP link in the Irvine announcement, and Kate will try to make an announcement at the faculty meeting.
3. **Candler Crosswalk Update:** Officer Scott helps when he is on duty. Kate will see if there have been any developments since the college met with city officials.
4. **Per diem policy:** Student Affairs employees do not share hotel rooms with students when traveling, but they do share with each other. College Advancement employees do not share rooms. There are inconsistencies across campus that need to be addressed by a college-wide travel policy. We can look at the policies of multiple divisions and build from there.
5. **Bring Your Kid to Work Day:** Today is National Bring Your Kid to Work Day. If we plan far enough in advance next year, Facilities could participate in whatever we decide to do next year.
6. **Faculty Meeting:** The meeting is at its regularly scheduled time - 2 p.m. on Friday, May 4th. Kate, China, and Lee will attend.

Henry will reserve the ITS conference room for all of next year's Staff Council meetings.

STAFF COUNCIL AGENDA

May 10, 2018

10:00 a.m.

ITS Conference Room

1. Elections - finalize ballot
2. Candler Crosswalk update?
3. July 3 Campus Community Luncheon for President Zak
4. Summer Wellness partnership
5. Budget Review
6. Planning for 2018-2019
7. Items to share with the Board of Trustees

May 24 meeting: New SC members and LeAnna Rensi Casey re: Spring Fling event

STAFF COUNCIL MEETING

May 10, 2018

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

1. Elections

Only two nominees (Dan Watson and Kerry Busby) have agreed to serve on the 2018-2019 Staff Council so far. Eight nominees have said no, and we are waiting to hear from five more. Kate will reach out to those folks again. We have seven vacancies to fill in total.

2. Candler Crosswalk

Per David Marder, there is no update on this issue as we haven't heard anything back.

3. Happy Hour/Budget Review

Since we were unable to acquire the cufflink gift for Jeff, we did not spend as much as we had budgeted for presidential gifts. Lee will talk to Pete about refrigerating the leftover alcohol for Community Day. There was lots of cheesy bread leftover since it arrived late. The boxes were also so warm that they damaged the dining room table. We can use the money leftover in our budget to help defray the cost of table repairs.

4. Summer Wellness Partnership

Georgina Espinoza asked Staff Council to co-sponsor and help promote Wellness events during the summer: June 6 (snack break and stretching), June 20 (chair massages and breakfast), July 11 (chair massages and snack break), July 25 (King of Pops and yoga/stretching). Since there are no happy hours and the dining hall is closed, this is a good partnership for us to keep momentum over the summer months. We had previously talked about hosting a breakfast over the summer break, so June 20 is especially in line with that goal. Lee will follow up to confirm our support via Irvine announcements and Staff Council email reminders, but we are unable to commit any monetary support at this time.

5. July 3 Campus Luncheon

LeaAnn Hudson approached Staff Council to be a partner in hosting a Campus Community Luncheon on July 3 to help welcome President Lee Zak during her first week on campus. LeaAnn is considering having Skip's cater, which could be a crowd-pleaser since they will not be at Community Day this year. LeaAnn does not need our monetary support but will likely need help advertising.

6. Planning for 2018-2019

This semester felt challenging at times with staff turnover and fewer happy hours contributing to lost momentum. We need to get All-Staff Meetings on the calendar. New Employee Orientation is in September. Happy Hours are always the first Friday of the month to coincide with faculty meetings. ASC 101s need to come back (consult survey results for topic ideas like ASC History, campus culture, etc.). Could ASC 101s be the third Monday of every month? Will we support both the Journeys Send-Off and Thank You parties or simply use those as our March and April happy hours? President Zak's

inauguration will be on the Friday of Alumnae Weekend. We will also need to revisit Bring Your Kid to Work Day.

7. BOT report

Kate will report this year's Staff Council accomplishments to the Board of Trustees:

- Hosted an open house/happy hour at 213 S. Candler to support a culture of philanthropy (Advancement scavenger hunt)
- Partnership with Global Learning for Journeys parties
- Supported President Kiss Day and a hosted a happy hour at the President's house to honor her, Jeff, and retirees
- Helped clarify Title IX language around harassment to complement the new faculty policy
- Worked with HR to clarify Thanksgiving vacation policy (HR also working on time sheets)
- Participated in Summit: The Next Chapter focus group conversation
- Held a conversation about supporting Grand Magnolia
- Provided feedback to Chief Hope regarding the campus lockdown drill
- Conducted staff survey

8. Faculty Meeting

- Kijua reported that the diversity audit had an ambitious timeline, but they are currently working on focus group questions. President Kiss will hire someone to work on the student side of diversity and a faculty interim director. A consultant will be chosen to help hire a Chief Diversity Officer (looking at using the MLK Convocation speaker to finalize the job description).
- The book store will remain Follet and in Alston through Thanksgiving.
- Candidates for the Vice President for Business and Finance position will be on campus for interviews in June, with an offer to be made by the end of that month.
- The faculty requested the BOT stop investing in weapons manufacturers. The BOT is open to the conversation but have tabled the issue until the fall. Our financial investment management is not as dynamic and divesting in this way would require close supervision/constant oversight.
- Lee Zak will be here in June, and LeaAnn wants her to meet as many Staff Council members as possible.

STAFF COUNCIL AGENDA

May 24, 2018

10:00 a.m.

ITS Conference Room

1. LeAnna Rensi Casey re: Spring Fling event
2. Election updates
3. Summer Wellness partnership - any updates?
4. July 3 campus luncheon - any updates?
5. Fall Community Forum (at 2:30 followed by Rekekah tour and Happy Hour)
6. Higher Ed Hub Happy Hour (September or October)

STAFF COUNCIL MEETING
May 24, 2018

Members Present: Kate Colussy-Estes, Lee Davis, Henry Eyer, Rachel West, Sussy Vasquez, China Wilson

Henry brought cupcakes and we thanked Kate for her service as Chair.

Family Events: LeAnna Rensi Casey, Associate Director of Student Activities, discussed the possibilities for partnering with the SGA to produce a family-friendly event to which faculty and staff could bring families. This was done several years ago and helped faculty and staff morale while providing student groups the opportunity to earn income through booths like face-painting, bake sales, etc. LeAnna said that while HarvestFest was once an opportunity like that, the Programming Board decided last year they did not want to invite children to their events, as it makes the events focus on the children, not the students. However, if Staff Council wants to partner for the back-to-campus Block Party on August 29, 4:00 to 7:00 p.m., that Student Activities is planning, that might be possible. That event will include a live band, Aramark catering, and other activities. Staff Council could fund a staffed bounce house or inflatable obstacle course for \$200 to \$500.

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

July 19, 2018

10:00 a.m.

ITS Conference Room

1. Approval of the minutes of July 5
2. Old Business
 - a. Committee selections
 - i. Social Chair vacancy
 - b. Reciprocal representation at Faculty and Staff Council meetings
3. Committee Chair Updates
 - a. Community Forum - Amy Chastain
 - b. Social Committee - Lee (temp. chair)
 - c. BOT Committee reps - Henry (unable to be here, this is just a reminder for next time)
4. New Business
 - a. Athletic Events idea
5. Open discussion

STAFF COUNCIL MEETING

July 19, 2018

Council members present: Lee Davis, Henry Eyer, China Wilson, Kate Colussy-Estes, Barbara Miller, Amy Chastain, Dan Watson

Agenda items:

1. Lee began the meeting by asking for approval of the minutes from our July 5, 2018 meeting. The minutes were approved.
2. Happy Hour discussion--
 - a. Lee presented the new version of the Happy Hour sign-up sheet for 2018-19
 - b. Lee reduced the beer inventory from 100ea. to 75ea and is checking with Pete to see if we have beer left over from Community Day
 - c. Henry will check on the cost of using Marcos or the Dining Hall as an alternative to Little Caesars
 - d. Barbara will check on alternatives to pizza
 - e. Lee is reserving space for Happy Hour
 - f. Lee is following up with Tracey Johnson regarding a Happy Hour in the 342 S. McDonough House
3. Lee will reach out to new FEC chair Tracey Laird regarding attendance at our meetings
4. Committee Chair updates
 - a. Amy Chastain-New Staff
 - i. A new template has been procured for the new staff at Community Forum
 - B. Henry Eyer-BOT Staff Representative Committee
 - i. Henry will follow up with Lea Ann to update the current list of BOT Staff reps
5. New business--
 - a. We will discuss staff/Athletics event when Kerry returns
6. Discussion
 - a. Need to update BOT representative information in by-laws to clarify the role of alternate and process for replacing staff who have left the college or stepped down before the end of their term.
 - b. Barbara will put together the election information the first couple of weeks of August to fill open SC positions.
7. Brief list of items to work on before next meeting:
 - a. Henry checking with Marcos and Dining Hall for cost
 - b. Barbara Miller is checking on alternatives to pizza/crazy bread
 - c. Lee is reserving HH space
 - d. Lee is following up with Tracey Johnson regarding HH in 342 House
 - e. Lee is following up with Tracey Laird regarding attendance at SC meetings
 - f. Henry is following up with Lea Ann Hudson regarding BOT reps

STAFF COUNCIL AGENDA

August 2, 2018

10:00 a.m.

ITS Conference Room

1. Approval of the minutes of July 19
2. Old Business
 - a. Happy Hour
 - i. Pizza alternatives to Little Caesars-Henry
 - ii. Alternatives to pizza-Barbara
 - iii. Lee follow up with Tracey Johnson-342 S. McDonough House
 - b. Lee reaching out to Tracey Laird regarding attendance at SC meetings
3. Committee Chair Updates
 - a. Community Forum - Amy Chastain
 - b. Social Committee - Lee (temp. chair)
 - c. BOT Committee reps - Henry
4. New Business
 - a. Athletic Events idea
5. Open discussion

Minutes 8-16-2018

Attending: Lee, Kate, Henry, Dan, China, Amy, Karen, Barbara, Sylvester and FEC Tracey Laird

Tracey Laird introduced herself and the SC members introduced themselves to Tracey

Old Business

Happy Hour Update

- Henry reported the cost of Marco's cheesy bread at a cost of \$5.99 per box
- Barbara-Is ordering Quesadillas from Willy's along with chips and guacamole for the September 3rd HH.
- Karen Gilbert reported that she has 10 bottles of red wine left over from Pete Miller's going away party. Will check with Ken to see if SC can have.
- Lee will invite Tracey Johnson to a SC meeting before . Lee will invite Tracey to one of our meetings to hash out the details.
- Lee scheduled HH's on EMS

Lee update on Tracey Laird

- Lee reached out to Tracey Laird and she will try to attend SC meetings when available
- Tracey thinks it would be a great idea to have faculty help with clean-up after HH's and will do a sign up genius to get faculty to sign up.
- Tracey also mentioned to Lee that she wants to make sure that there is something official in the protocol for the faculty meetings that includes the four chairs for SC.

Committee Chair Updates

Amy--Community Forum

- Received a list from Amanda for new hires and we have 35 since January.
- Amy has a template for name tags and has drafted an email.
- Lee will be first on the agenda and then will turn it over to Amy and Sussy for new hire presentation.
- Dan and China will send an email to staff to remember to wear name tags to Community Forum and for several weeks at the beginning of the semester.
- Will reach out to Lea Ann to see how they want to do handle Lee Zak and Ken England for new hire presentation.

BOT--Henry

- Amy is the new rep for Facilities and Environment

- Barbara is the new rep for Enrollment
- Lee will send email to me with BOT Meeting dates.
- Dan and Sussy (and I) are alternates

Staff Council Election--\

- Barbara putting together self nomination for August for 2 openings

Discussion

An Idea was discussed to make it easier to contact folks in the Higher Ed Hub by adding them to OPD. Karen Gilbert is going to check with Lea Ann.

Discussion items for next meeting:

- ASC101
- Happy Hour sign up
- Updates from Tracey Laird about SC seats
- Chair-Elect election

Agenda 8-16-2018

Review of Minutes of August 2, 2018

Old Business

Happy Hour Update

- Henry -- Pricing from Agnes Dining Marcos pizza
- Barbara-Updates on pricing for other options that were discussed at last meeting ((chik-fil-a chicken platters, Publix platters, etc)
- Lee to invite Tracey Johnson to a SC meeting
- Lee will schedule HH's on EMS

Update on Tracey Laird and the SC seats at the monthly faculty meeting

Higher Ed Hub in OPD

Staff Council Election

Committee Chair Updates

New Employee--Amy/Sussy

BOT--Henry

Communications--Dan/China

Treasurer--Barbara

ASC101-Kai Issa

New Business

Discussion items

- ASC101
- Happy Hour sign up

Minutes 8-16-2018

Attending: Lee, Kate, Henry, Dan, China, Amy, Karen, Barbara, Sylvester and FEC Tracey Laird

Tracey Laird introduced herself and the SC members introduced themselves to Tracey

Old Business

Happy Hour Update

- Henry reported the cost of Marco's cheesy bread at a cost of \$5.99 per box
- Barbara-Is ordering Quesadillas from Willy's along with chips and guacamole for the September 3rd HH.
- Karen Gilbert reported that she has 10 bottles of red wine left over from Pete Miller's going away party. Will check with Ken to see if SC can have.
- Lee will invite Tracey Brantley (formerly Johnson) to a SC meeting before the HH at 342 S. McDonough aka The Higher Ed Hub.
- Lee scheduled HH's on EMS
- Tracey Laird is going to do a sign-up for faculty to volunteer to help clean up after HH's

Faculty Meeting Attendance

- Tracey let us know that it is official that SC has 4 chairs as visitors to faculty meetings.

Higher Ed Hub in OPD

- Henry checking on why HEH folks are not in OPD

Committee Chair Updates

New Employee--Amy/Sussy

- Noted that they did a fantastic job at Community Forum

BOT/Faculty Meeting Reps--Henry

- Henry, Kate, Lee and China will represent at the first Faculty Meeting
- Will create a sign-up sheet so we can rotate and give everyone a chance to attend

Communications--Dan/China

- China will do RSVP link for HH's

Treasurer--Barbara

- We have money in our budget

ASC101-Kai Issa

Staff Council Election--Barbara

- Barbara choosing options for hourly employee
- Barbara is rewriting election verbiage and sending to rest of SC
- Karen is reaching out to VP Goff regarding Dean of Students representation on SC

Future Discussion

Discussion items for next meeting:

- Service awards
- Chair-elect election
- Fall staff forum topics
- Staff game night

Agenda 8-30-2018

Review of Minutes of August 16, 2018

Old Business

Happy Hour Update

- Lee to invite Tracey Brantley to a SC meeting to discuss HH at HEH
- Lee will schedule HH's on EMS

Higher Ed Hub in OPD Update--Henry

Staff Council Elections Update--Barbara

Committee Chair Updates

New Employee--Amy/Sussy
BOT/Faculty Meeting--Henry
Communications--Dan/China
Treasurer--Barbara
ASC101-Kai Issa

New Business

Service awards
Chair-elect election
Fall staff forum topics
Staff game night
Ethical Investing and the College Endowment

Minutes 8-30-2018

Attending: Kate, Henry, Karen, Dan, Lee, Kai, China

Old Business

Happy Hour Update

- Lee--All has entered all Happy Hour reservations in EMS except for Feb.
- Lee--Reached out to Leah Owenby regarding a Feb HH to no avail
- Talked with Allison Kern regarding basketball game on Jan. 29th--More to come

Considering a staff spirit night option to support Athletics on Sept. 18 but there is a storyteller event that night

Committee Chair Updates

New Employee--Amy/Sussy

- Not present

BOT/Faculty Meeting Reps--Henry

- Reached out to all reps to let them know about October meetings
- Setting up list for staff council representation

Communications--Dan/China

- Email/Irvine announcement for September Happy Hours and will request RSVP's

Treasurer--Barbara

- Not present

ASC101-Kai Issa

- First ASC101 will be scheduled near end of September in South Dining Room 11:30a-1:30
- Will look at past 101 sessions and questionnaire to see what was popular in the past
- Suggestion for Admissions to do a "How do we get students?"
- Ghost Stories October
- Health/Mindfulness-November
- Beth Hackett-Women's studies--January

Staff Council Election--Barbara

- Not Present

New Business

- Service Awards--Karen--Ideas for items for anniversary. Options besides pin.
 - Karen presented the option of a coaster that would feature a nice image of the college

- Opinions varied so it was suggested that a survey is sent to staff/faculty to get opinions on a coaster, staying with the current pins or possibly another option.
- Chair-elect
 - Lee will send out value statement/obligations/by-laws/terms to everyone regarding the position of Staff Council chair.
 - It was decided to do a google form vote this year
- Fall Staff Forum Topics
 - Safety
 - Makeup for title IX
- Staff Game Night Ideas
 - Board game night
 - Bingo cards for the Higher Ed Hub Happy Hour
 - Team trivia night--Departments participate as teams and we give out swag
 - ASC Idol in Summer
- Ethical Investing and the college endowment
 - Friday the 7th

Agenda 9-13-2018

Review of Minutes of August 30, 2018

Old Business

Happy Hour Debrief

Staff Council Elections Update--Barbara

Chair Elect-Lee to send out value statement/obligations/by-laws/terms to SC members

Committee Chair Updates

New Employee--Sussy

BOT/Faculty Meeting--Henry

Communications--Dan/China

Treasurer--Barbara

ASC101-Kai Issa

New Business

Faculty Meeting Recap

- Happy about recent tenure-track appointments
- Concerned about budget issues (aren't we all?)
- Want a FEC representative on the Cabinet.
- President Zak presented much the same info as she did at Community Forum
- Charis Bookstore is coming by MARCH - the building had incredible termites! But now some load bearing walls are gone thanks to them and the store will be better.
- They are committed to selling ASC swag, sundries, and appointing ASC faculty and students to the Charis events board
- Mt Holyoke recently made this same deal with a local independent bookstore
- Charis is the oldest feminist bookstore in ATL, so a perfect fit
- And, this all started because Follett is pulling out of several small colleges, Amazon is crushing them

Ethical Investing and the College Endowment Recap

- If we were in better financial straits now, this would be more possible
- We do not now hold any part of companies directly involved in firearms
- The "ethical investing" stock index has performed about 1% lower than the S&P over the last ten years, so that's a bit hit for us
- Having Elwood, our investment manager, target some strategies for the time we can do this
- Keeping the endowment more liquid for now, just in case

- Expecting a stock “correction” pretty soon, planning for it
- Also working toward greater investment simplicity, fewer costs
- Basically getting ready to go forward when time is right
- Would like to create a proactive plan that aligns our investments with our mission, rather than reactive
- Chair of INvestment Committee seems like a very smart guy
- Data shows women-owned businesses are better performers - wants us to invest more in those!

Machamma staff fellow to discuss diversity audit: Questions for survey of staff climate

- Feedback from student, faculty and staff town hall, then will create survey out of these questions for January deployment
- Lee Zak admin commitment and then leave (10 minutes)
- Waiting for date from LZ's office - should be in October to keep in survey schedule

Cabinet strongly supporting staff participation in staff council - whooo-hooo!

Gotta split for luncheon, long drive -- bye!

Minutes 9-13-2018

Attending: Henry, Sussy, China, Barbara, Dan, Tracey

Old Business

Happy Hour Debrief--

- Not a lot of staff at meeting, felt like everyone is too busy this time of year.
- Think about skipping first happy hour going forward?
- Food was very popular!
- Maybe first happy hour of the fall semester later in the first month?

Staff Council Elections--

- Suggestion for Jaouad Saddouki as hourly representative \
- Barbara reaching out to Alexis Skeen, Carolyn Corneilius and Jaxen Solseng to see if they are interested and to confirm their supervisors are OK with their participation

Committee Chair Updates

New Employee--Amy/Sussy

- Nothing new to report

BOT/Faculty Meeting Reps--Henry

- Email to all staff reps from Beth Holder regarding training session.
- Henry will reach out regarding alternate training for Sussy and Dan

Communications--Dan/China

- Nothing new to report

Treasurer--Barbara--Willy's \$590

- Suggestion from Barbara that we inquire about our budget increasing

ASC101-Kai Issa

- Not Present

New Business

- Attendees read the information Lee gave us regarding the faculty meeting
- Attendees read the information Lee gave us regarding the Ethical Investing and the College Endowment meeting
- Henry shared the information from Lee regarding the Diversity Audit as our fall staff forum. The plan is to have President Zak talk to the staff for the first 5-10 minutes and then leave. The rest of the time will be a "town hall" where we discuss the questions that should be used for the audit.

Agenda 10-11-2018

Review of Minutes of September 27, 2018

Old Business

Staff Council Elections Invitation Update--Barbara

Chair Elect-Lee to send out value statement/obligations/by-laws/terms to SC members

Updates on Staff Forum

Committee Chair Updates

New Employee--Sussy

BOT/Faculty Meeting--Henry

Communications--Dan/China

Treasurer--Barbara

ASC101-Kai Issa

Social Committee - Lee

New Business

Ray of Light

Agenda 10-11-2018

Review of Minutes of September 27, 2018

Old Business

Staff Council Elections Invitation Update--Barbara

Chair Elect-Lee to send out value statement/obligations/by-laws/terms to SC members

Updates on Staff Forum

Committee Chair Updates

New Employee--Sussy

BOT/Faculty Meeting--Henry

Communications--Dan/China

Treasurer--Barbara

ASC101-Kai Issa

Social Committee - Lee

New Business

Ray of Light

Agenda 10-25-2018

Old Business

One vacancy - fill or not?

Chair Elect-Lee to send out value statement/obligations/by-laws/terms to SC members

Debrief of Staff Forum

Ray of Light

Committee Chair Updates

New Employee--Sussy

BOT/Faculty Meeting--Henry

Communications--Dan/China

Treasurer--Barbara

ASC101-Kai Issa

Social Committee - Lee

New Business

Welcome New Members - self-introductions!

November Happy Hour

Minutes 10-25-2018

Attending: Henry, Lee, Alexis, Jaxen, Amy, Dan, Jaouad, Karen

Welcome to new members:

- Introductions by current members
- Henry will share the Staff Council Google Drive with new members

Old Business

Vacancy--

- We have one vacancy on SC. It was decided to wait until the next election cycle to fill position

Chair Elect--

- Now that the new members are Lee will send out Chair information to everyone so we can move forward with online vote.

Debrief of Staff Forum

- Well attended
- Machamma let Lee know that she obtained useful information from the session

Ray of Light

- Waiting for paperwork from Tina Pippen
- We will decide at next meeting how to move forward. Indications are that we would not manage ROL but would assist in landing it in the right place.

Committee Chair Updates

New Employee--Amy/Sussy

- Nothing new to report

BOT/Faculty Meeting Reps--Henry

- Reported that the BOT was meeting and our reps were representing

Communications--Dan/China

- Dan will add HH calendar entries for the rest of year

Treasurer--Barbara--Willy's \$590

- Not Present

ASC101-Kai Issa

- Shared final info on Mondays session "What it takes to recruit a Scottie"
- Will reach out to Megan/China for projector
- An email will go out Monday morning

Social--Lee

- Nothing new to report

New Business

November Happy Hour

- No food needed as it will be a shared HH with Student Life
- Henry will supply Fresca
- Sign-up sheet is active and we began signing up for various duties

Faculty Meeting (Staff Council Attendees):

- Jaxen
- Jaouad
- Kai

Agenda 11-08-2018

Old Business

Carolyn Cornelius has received permission to join Staff Council--Welcome at next meeting

Chair Elect-Lee to send out value statement/obligations/by-laws/terms to SC members

Debrief of Happy Hour/Kate's Farewell

Debrief of Faculty Meeting

Debrief of BOT meeting (What Lee presented to the board)

Ray of Light Update-Information from Tina?

Committee Chair Updates

New Employee--Sussy

BOT/Faculty Meeting--Henry

Communications--Dan/China

Treasurer--Barbara

ASC101-Kai Issa

Social Committee - Lee

New Business

December Happy Hour/Post-Holiday Lunch

We received an anonymous proposal about increasing sick time: "Currently our sick hours are all accrued at a 5.83 hours per month per staff member (35 hour per week schedule), and hourly staff (40 hour per week schedule) is just slightly more. It basically boils down to two weeks a year for sick leave time. The break down looks like 69.96 hours or about 2 weeks a year. I am proposing that the College increase the sick time accrual rate to 7.0 hours per month (one full day a month) or 2.4 weeks of sick time a year that would be 84.00 hours. This adds right around 3 days a year. It is a slight help to a lot of us with aging parents, taking care of our own illnesses and children or spousal sicknesses. Currently with the way sick time is accrued, to have the full 6 (910 hours) months of sick time someone would have to work 13 years without ever taking any sick time off. It is an anomaly for anyone to actually do this."

Minutes 11-8-2018

Attending: Henry, Lee, Alexis, Barbara, Sussy, Amy, Dan, Karen, China, Kai, Tracey

Minutes from 10-25-2018 were approved

Old Business

- Lee sent out election ballot for Chair-Elect position and will let the person with the highest number of votes know by November 14th. If the individual does not want the position, Lee will approach the person with the second highest number of votes.
- Henry will invite BOT Reps to our next meeting to give reports.

Committee Chair Updates

New Employee--Amy/Sussy

- Nothing new to report

BOT/Faculty Meeting Reps--Henry

- Nothing new to report

Communications--Dan/China

- Dan will add HH calendar entries for the rest of year

Treasurer--Barbara--

- Nothing new to Report

ASC101-Kai Issa

- Nothing new to report

Social--Lee

- Nothing new to report

New Business

Amy gave her Finance Committee BOT notes

- \$350K needed to adjust in current budget
- Retention down to 78%
- Need to move on Main renovation sooner than later

Tracey asked us our opinion regarding Inauguration/SparC and whether classes should be cancelled on the Friday

Lee reported that Ray of Light is not a 501c

-

Agenda 12-06-2018

Old Business

Chair Elect Update-

Ray of Light Update-

Committee Chair Updates

New Employee--Sussy/Amy

BOT/Faculty Meeting--Henry

Communications--Dan/China

Treasurer--Barbara

ASC101-Kai Issa

Social Committee - Lee

New Business

December Happy Hour/Post-Holiday Lunch

Sick time proposal

Minutes 12-6-2018

Attending: Henry, Barbara, Sussy, Jaxen, Alexsis, Karen, Carolyn, Dan, Jaouad, China, Kai, Tracey, Lee

Old Business

- Lee explained that there is a 4 way tie for chair elect. After she talks to each candidate to confirm they would like to run for the position, Lee will send out a run-off ballot
- .No update for Ray of Light

Committee Chair Updates

New Employee--Amy/Sussy

- An email has been sent out to new employees
- In 2019 Amy and Sussy will reach out to new employees to invite them to lunch

BOT/Faculty Meeting Reps--Henry

- We decided to have the BOT staff reps send us a meeting brief rather than invite them to a SC meeting. The idea is that it will save time and we can archive the meeting notes for all to see.
- Lee, China, Kai and Alexsis are our staff council reps for the faculty meeting on Friday.

Communications--Dan/China

- Happy Hour appeared in the Irvine on Wednesday and will also appear Friday
- An email will go out on Friday as well to promote HH.

Treasurer--Barbara--

- Our balance \$1901.46 in budget

ASC101-Kai Issa

- Aiming for January 101 with Liz regarding movies
- Kai reaching out to Lisa regarding HR/Time regarding "What we don't know"

Social--Lee

- We have HH on Friday
- We pulled up the sign-up sheet to make sure all responsibilities are covered.

New Business

- Henry will call Lea Ann about SC greeters for the holiday lunch
- Sick time Discussion
 - We have a bank of sick leave
 - Someone can donate hours for long term illness (FMLA)
 - If folks run out of sick time there is a form they can request on HR website
 - FMLA protection comes in after 1 year of employment
 - Less than 4 hours doesn't count against exempt

- Comp time no official policy but as long as it is done fairly in department if someone works overtime
- Staff council members will look at the language staff/faculty handbook so we can have more discussion on the sick leave policy.
-
- Idea for a monthly Staff Council “Do You Know” to alert staff to policy’s/procedures they might not know about.
- Tracey Laird--Suggestion that SC approach the Cabinet regarding equity across divisions regarding comp time for overtime hours.

Agenda 1-17-2019

Old Business

Chair Elect Update-And the new chair elect is...

Happy Hours

Committee Chair Updates

New Employee--Sussy/Amy

BOT/Faculty Meeting--Lee

Communications--Dan/China

Treasurer--Barbara

ASC101-Kai Issa

Social Committee - Lee

New Business

Further "Sick Leave Policy" discussion