Knox College Staff Council  
Meeting Minutes  
Thursday, March 2, 2017

Present: Barbara Schulze, Pat Pendergast, Melody Diehl, Becky Hale, diana Mackin, Colleen Culbertson, Susan Williams, Todd Smith, Becky Canfield, Andy Gibbons

Visitors: Nicole Trego, Crystal Bohm

Minutes of the February 16 meeting were approved as corrected. Motioned by Todd, seconded by Colleen.

Open Forum Agenda
The open forum is scheduled for March 28, with 2 sessions (10 am and 2 pm) in the Trustees Room, Alumni Hall. The powerpoint used in the last open forum will be updated for use at this forum. Barbara would like a committee to look at the PP to update and make modifications. Todd suggested we add a slide of accomplishments. Becky C, diana, and Todd will meet to review the PP and will share the revised document with the council before the event. Tables, chairs, AV needs to be scheduled. We will set up at 9:00 am. All Staff Council members are encouraged to attend both sessions if at all possible. Melody will order the refreshments.

MyKnox Staff Tab
Todd had suggestions. All comments/suggestions should be sent to Barbara or Megan Scott. The consensus was that the MyKnox page is a nice improvement, clean and simple. On the Staff Council webpage, Susan’s picture is still missing, and exec meetings are listed on the webpage. Colleen will let Tyler know to make the changes.

Committee Reports:

Communications & PR-
Colleen Culbertson - The committee met on 2/23. Trish Hurst, Amy Roth, Jon Crider, Nicole Trego. Discussed promotion of the open forum. They will send an email on 3/7, 3/21, and 3/27. Flyers will be up by 3/14. They also reviewed the comments from our conversation on the Staff Resources tab on My Knox and made recommendations. Todd wondered if SC should have its own logo and/or letterhead. Colleen said all items will have a similar look and feel.

Administrative Issues-
Becky Canfield - The committee met on 2/22. They discussed employee handbooks, and each committee member has been assigned a different ACM school to contact about their handbooks. Other items discussed: inconsistency in hiring, training on interviews, H grades and S grades (Crystal said they are not being used anymore), salary levels-ranges on position authorization: would be nice if it was more transparent (employees are encouraged to see Crystal for more info), employee reviews are necessary for the employees benefit (it is on Crystal’s radar). Questions that were discussed with Crystal: Staff Council’s power to make changes on campus; PPOs at dentists office (paying over usual/customary); we are not giving away prescriptions for free anymore.
**Staff Development-**
Todd Smith - The committee met last week; Crystal was at the meeting. Q&A feedback; global orientation for student workers, training for supervisors. There are 150 staff plus 80 bargaining unit employees on campus who supervise students, and there is no consistency managing student labor. Crystal has info on leadership stuff and student handbooks from other institutions. Todd also talked with the Career Center. Eleanor Kahn thinks Student Development should be involved.
Andy Gibbons - Spoke on what’s next for the committee. They are looking into having monthly staff development presentation with leadership being the first topic. We discussed having a Meet & Greet for new employees in the spring. Crystal will run a list to see how many new hires we have had since the last meet & greet. There was also discussion about having another ice cream social/new staff meet & greet in early May.

**Nominations & Election-**
diana Mackin - it was mentioned that electronic voting should be looked into before the next election cycle. Leah Adams-Curtis did it for the faculty. Jon Crider may have info. diana will reach out to Leah to see if it’s possible.

**New Business/Comments-**
Barbara is meeting with President Amott tomorrow. We will be having a closed meeting with Teresa on 3/9.
Andy asked for people to consider volunteering for Midnight Breakfast on March 8, 11 pm-1 am. Todd shared that FasCom is looking for an ombudsman to represent the interests or complaints so that there is a subjective review. He thought this may be something we might want to look into.

**Visitor Comments-**
None.

**Upcoming Staff Council Meeting-**
The next staff council meeting will be on March 9, 2017, at 1:00 pm, in Alumni Room, Old Main.

Meeting adjourned at 1:51 pm.
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Absent: Andy Gibbons

Visitors: Jon Crider, Nicole Trego

MyKnox Staff Tab
Barbara asked for suggestions to the items we should include on a Staff Resources tab on the new MyKnox. Suggestions included Employee handbook, paystub, Staff Council, Human Resources, Job openings, Medical and Dental Benefits, Events Calendar, Training Opportunities, IT Help Desk, an anonymous suggestion box, etc. The Communications committee will meet to put together an outline to give to the Communications office.

Open Forum date
The open forum is scheduled for March 28, with 2 sessions (10 am and 2 pm) in the Trustees Room, Alumni Hall. Melody will order the refreshments. At the last open forum, Travis used a Powerpoint presentation. The agenda consisted of introductions, charge/mission statement, ask for volunteers, Q&A. Colleen will try to track the previous powerpoint down and bring it to the next meeting for review. Communications Committee will advertise the event.

Committee Reports:

Administrative Issues-
Becky Canfield - the committee will be meeting on February 22. They will be going over handbooks of other colleges to compare. Becky C. will reach out to Crystal about reviewing our handbook before it is finalized.

Communications & PR-
Colleen will be setting up a meeting with her committee.

Nominations & Election-
diana Mackin - it was mentioned that electronic voting should be looked into before the next election cycle.

Staff Development-
Todd Smith - The committee met on 2/15 for a follow-up/debrief on the Student Worker Q&A event. The ideas they would like to pursue: Develop a process to get students on campus for training before school starts; We should have an orientation for student workers by HR; Work with the Career Center to help students be career-ready; and Training for supervisors. Crystal will be coming to the next committee meeting.
New Business-
Barbara’s next meeting with President Amott is March 1, and she will invite her to a Staff Council meeting.

Visitor Comments-
Jon Crider heard some good feedback on the student worker Q&A and suggested that it be held twice a year. And they should also include a sign-in sheet, and an online form for questions ahead of time and feedback after the event.

Upcoming Staff Council Meeting-
The next staff council meeting will be on March 2, 2017, at 1:00 pm, in Alumni Room, Old Main.

Call for a motion to adjourn. Becky C. put forth the motion and Todd 2nd. Meeting adjourned at 1:51 pm.
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Present: Barbara Schulze, Andy Gibbons, diana Mackin, Pat Pendergast, Todd Smith, Melody Diehl, Becky Canfield, Colleen Culbertson, Becky Hale.

Absent/Excused: Susan Williams

Visitors: Cheri Siebken, Tyler Emken, Jon Crider, Nicole Trego, Crystal Bohm, Tianna Cervantez

Communications Presentation on the Staff Council webpage
Cheri Siebken and Tyler Emken gave an overview of the Staff Council webpages and how we may integrate our information into a MyKnox staff tab. Send webpage updates to Tyler. He is currently uploading a pdf file that includes minutes from the last 3 meetings. He will include a message on the page stating that older minutes are available by contacting the Staff Council secretary. We need brief biographies for the new Staff Council members to include on the representatives page, and Susan Williams’ photo is missing. Tyler will update. Jon Crider suggested adding a list of upcoming events to our webpage. Cheri Siebken said it might work better to add them to the end of the text on the SC webpage, before the links to the bylaws, etc. We discussed ways to direct traffic to our SC webpage and discussed adding a Staff tab to MyKnox. Links under Staff Resources could include the employee handbook, Staff Council, among others. We are asked to bring suggestions to Communications before the end of February.

We welcomed Colleen Culbertson who is filling the Admission, Advancement, and Communications vacancy. She will serve the remaining term which expires 8/17. The minutes of the January 12, 2017 meeting were reviewed. Colleen Culbertson made the motion to approve the minutes. Melody Diehl seconded the motion. Motion carried.

Open Forum potential dates/topics
Our bylaws state we are required to hold an open forum once a year, and it may be an opportunity to get staff invigorated about getting involved. The beginning of Spring term would be a good time, giving us about 6 weeks to prepare/organize. Potential dates were discussed. Everyone was asked to check their calendars and come to the next meeting with dates that would work.

Amendments to the ByLaws
The most significant proposed change would be to extend representative terms to 3 years, giving members a chance to learn/observe before jumping into leadership roles. Todd Smith made the motion to accept the amendments to the bylaws. Becky Canfield seconded the motion. Motion carried. Bylaw amendments are contingent upon President Amott’s approval.

Committee Reports:

Administrative Issues-
Becky Canfield - The committee has not met. They are asking for direction from the entire Council on what issues they should be working on. Topics like Dining Services turnover and other staff concerns
are HR issues and cannot be discussed due to privacy, etc. But the committee may have suggestions for the employee orientation and/or employee review programs. Melody asked Barbara to check with President Amott to clarify our objectives. Tianna Cervantez said students are getting frustrated with staff turnover. Dining Services issues have been shared with HR and President Amott on multiple occasions, and there isn’t much we as a Staff Council can do in regards to it. It was discussed that a place for the Administrative Issues committee to start would be that the committee make a list of issues they see a need to look into, and then bring it to the full Staff Council for direction on which items they should pursue. Crystal Bohm said that the staff survey results helped her to prioritize needs in the HR department. She offered to attend the committee meetings.

Communications & PR-
This committee is in need of a Chair. Barbara will reach out to see if anyone is interested.

Nominations & Election-
diana Mackin. Nothing to report.

Staff Development-
Todd Smith - Todd shared flyers promoting the panel discussion. Event is next Wednesday. Possible ideas to discuss include: baseline expectations/minimum responsibilities (communication, punctuality, etc) for student employees, real training on how to supervise students.

New Business-
None.

Upcoming Staff Council Meeting-
The next staff council meeting will be on February 16, 2017, at 1:00 pm, in Alumni Hall room 117.

Call for a motion to adjourn. Andy put forth the motion and Pat 2nd.
Meeting adjourned at 2:11 pm.