

## **Knox College Staff Council Meeting Minutes Thursday, April 26, 2018**

**Present:** Pat Pendergast, Andy Gibbons, diana Mackin, Todd Smith, Jennifer Gallas, Becky Hale, Barbara Schulze

**Absent:** Becky Canfield, Susan Williams, Melody Diehl

**Visitors:** Kristy Ladendorf, Jon Crider

Chair Pat Pendergast called the meeting to order at 1:00 pm. Minutes of the March 29 meeting were approved. Pat gave the treasurers report provided by Melody, current balance is \$514.57. Pat read a statement regarding sharing of Staff Council proceedings.

### **Committee Reports:**

**Administrative Issues-** Committee Chair Jennifer Gallas reported that the committee will start working on the Knox 101 handout. They have asked Crystal to come to the next meeting so the committee and HR are not duplicating efforts. There's some confusion regarding the new way of handling vacation days. She will call Crystal regarding attending department staff meetings to explain.

**Nominations & Election-** Committee Chair diana Mackin reported the employee lists are pre-sorted. All part time employees are to be included. Paper ballots will be used for dining services. diana wants to promote elections through posters to get people interested/involved. She will get info to Jon to post.

**Communications & PR-** Committee Chair Jon Crider reported the first staff spotlight would be going out today. It is on Bonnie Lee and will be sent to the fac/staff email list and posted to the SC facebook page and on our webpage. They plan to do more spotlights this term and have more banked for the fall.

**Staff Development-**Committee Co-Chair Todd Smith reported that the TIAA event went well. They are still trying to come up with ideas to get more attendance. The next coffee talk is with Andy Gibbons on motivation. Todd updated the council on the picnic. The health department does not police potlucks; however, Vicky Jones said that an on-site food license is needed to host the potluck on campus. For this reason, the potluck will be held at Lake Storey or Lincoln Park. Todd wondered if the president would help defray some of the costs. SC could provide table service. Date is set for Wednesday, June 13 and will start around 3:00 pm.

### **Old Business**

Pat reported that the forums went well, and we received several good suggestions.

Campus Safety will be holding active shooter training again this summer. It was advised to come with thick skin.

ITS created a video regarding the mobile policy. If anyone has questions, we should refer them to the video.

Midnight breakfast has low staff participation because it's held during the week. Pat contacted the dining services director and suggested that it be moved to a Friday night.

Staff Survey status - Anna Clark needs to know what kind of questions to ask. We are shooting to send the survey out the second week in May, and it will be open for 2 weeks. It was suggested that an email go out to let people know the survey is coming.

**New Business**

The suggested topics collected at the open forum were assigned to the committees:

- Communications: Knox Perks
- Elections: After hours get-togethers
- Administrative Issues - day care on non-school days/snow days

Meeting was adjourned at 2:07 pm. Motioned to adjourn by Todd Smith; seconded by diana Mackin, Motion carried.

## **Knox College Staff Council Meeting Minutes Thursday, March 29, 2018**

**Present:** Pat Pendergast, Andy Gibbons, diana Mackin, Todd Smith, Jennifer Gallas, Becky Canfield, Susan Williams, Melody Diehl, Becky Hale

**Absent:** Barbara Schulze

**Visitors:** Crystal Bohm, Kristy Ladendorf, Jon Crider, Toby Lannholm, Colleen Culbertson

Chair Pat Pendergast called the meeting to order at 1:00 pm. Minutes of the March 1 meeting were approved. Melody Diehl gave the treasurers report, current balance is \$680. Estimated cost of food for the open forum is \$100. We need to put in a budget request for next year. It was decided that we would request a \$1000 budget for next year.

### **Committee Reports:**

**Administrative Issues-** Committee Chair Jennifer Gallas is waiting on a dining services update from Keith regarding the policy. She hopes she will have something before he leaves. Parking update: there are some trouble spots for cars pulling out of certain streets (Berrien and West, Prairie and Berrien). The committee will work with HR on a list of guidelines for new employees on who to contact, benefits, employee discounts. It would be something nice to add to the Staff Council resources page.

**Nominations & Election-**Committee Chair diana Mackin reported the committee is meeting on April 3 to work on the May election.

**Communications & PR-**Committee Chair Jon Crider reported the committee is working on highlighting a Knox staff member every month. They have created a questionnaire for people to complete, and it will include a photo of the staff member.

**Staff Development-**Committee Co-Chairs, Todd Smith and Becky Canfield reported on their previous event with Jeff Gomer on creating your own budget. In April, TIAA will be speaking on retirement and how to prepare, and in May Andy Gibbons will be speaking on motivation. There was further talk about trying to improve attendance at the lunch events. The ice cream social and possible potluck will be hosted in the summer. Todd spoke with the Health Department, and he reported that there are no regulations regarding potlucks. The committee is looking for ideas for future projects.

### **Old Business**

Staff Development coffee with Jeff Gomer.

Staff Council email distribution list may be a summer project per Pat's discussion with Deb Marty.

Pat would like committee reports to be sent to him after the committees meet.

We missed Employee Appreciation day. We need to get with HR to see if we can work together on planning something special for next year.

Parking - We have shared concerns and made recommendations to the administration and Campus Safety. The ball is now in their court.

### **New Business**

The Open Forum will be Thursday, April 5 at 10:00 am and 2:00 pm.

Our meeting spaces must be ADA accessible.

Midnight Breakfast: There was a suggestion to move it to Friday nights in order to get more volunteers. Pat will ask the new manager if that is a possibility.

There were some corrections to the bylaws that we discussed but didn't get made.

Spirituality, Govt & Community Relations, and Global Studies were added to the representation list.

Meeting was adjourned at 1:38 pm. Motioned to adjourn by Melody Diehl; seconded by diana Mackin, Motion carried.

## **Knox College Staff Council Meeting Minutes Thursday, March 1, 2018**

**Present:** Andy Gibbons, diana Mackin, Todd Smith, Jennifer Gallas, Becky Canfield, Susan Williams, Barbara Schulze, Melody Diehl

**Absent:** Pat Pendergast, Becky Hale

**Visitors:** Crystal Bohm, Kristy Ladendorf, Jon Crider, Monica Corsaro

Co-Chair Andy Gibbons called the meeting to order at 1:01 pm. There were no minutes to approve for February, 2018. Melody Diehl gave the treasures report, current balance is \$831 with an estimated food cost of \$95.01 for the open forum which will leave a balance of approximately \$735.99.

### **Committee Reports:**

**Administrative Issues-**Committee Chair Jennifer Gallas reported that she and Pat Pendergast met with Keith Archer, Vice President for Finance and Administrative Services to discuss Dining Services and their catering policy. Knox is in the process of completing a catering policy that will reflect catering prices for both internal and external catering. It was confirmed Knox departments are receiving internal pricing when we use Dining Services for our events. Jennifer reported that Knox Dining Services is in range with internal pricing compared to other ACM institutions. It was also reported that Knox is in need of a Catering manager, previous one left unexpected.

**Nominations & Election-**Committee Chair diana Mackin reported the committee is gathering information for May's election.

**Communications & PR-**Committee Chair Jon Crider reported the committee has updated the power point presentation for the open forum. Jon asked that Staff Development take pictures of events to use as PR. Jon reported that he met with Ethan Crow, Digital Media Specialist, to discuss the Staff Council website. There was discussion about highlighting a Knox staff member every month, one way for staff members to be recognized, this was met with approval.

**Staff Development-**Committee Co-Chairs, Todd Smith and Becky Canfield reported on their previous event with Tina Hope who presented on healthy ways to reduce stress. Todd informed Staff Council there are three events coming up, in March Jeff Gomer will be speaking on creating your own budget, April, TIAA will be speaking on retirement and how to prepare and in May Andy Gibbons will be speaking on motivation. There was further talk about trying to improve attendance at the lunch events.

### **Old Business**

No old business to report

### **New Business**

Midnight Breakfast was discussed, Dining Services was still needing volunteers to man the stations if anyone wanted to volunteer.

Monica Corsaro asked to speak about the parking on campus, particularly about the parking behind CIL. Monica brought parking policies from other ACM school to show what other colleges are implementing for student parking. Moncia has stated how frustrated she is because the students use the parking behind

the CIL for storage, they leave their cars parked for multiple days and would like to request the parking lot be assigned for Faculty/Staff Parking only.

Meeting was adjourned at 1:53 pm. Motioned to adjourn by Todd Smith.; seconded by diana Mackin, Motion carried.

Submitted by Becky Canfield