

Knox College Staff Council Meeting Minutes Thursday, September 11, 2019

Present: Becky Canfield, Jennifer Gallas, Stephanie McMillan, Becky Hale, Todd Smith, Karen Benedict, Emily Frakes, Lindsey Rogers, and new representatives Adriana Colindres, William Williams, Natalie Schwab, Rebecca Yowler, Donna Reische

Absent: diana Mackin, Susan Williams

Visitors: Toby Lannholm, Brea Cunningham

Chair Becky Canfield called the meeting to order at 1:00 pm. Minutes of the August 8 meeting were reviewed. Motion to approve the minutes made by Stephanie. Seconded by Karen. Motion carried. Stephanie gave the treasurer's report. The business office confirmed that our starting balance for this year was reduced to \$910. Motion to approve the treasurer's report was made by Todd. Seconded by Emily. Motion carried. Becky then thanked the representatives who are ending their terms as representatives.

Committee Reports:

Communications & PR- Committee Co-Chairs Stephanie McMillan and Karen Benedict. The last after hours at the Whiskey Barrel on September 3 was well attended by 30+ people. Next month, it will be at Jimmy's Pizza on October 1. Stephanie needs bios for the new representatives to add to the website. Staff Spotlight will be posted on the third and seventh weeks of each term. Barbara Schulze is handling these.

Nominations & Election- No report

Administrative Issues- Emily will try to get the committee together in the next couple weeks.

Staff Development- Committee Chair Todd Smith reported that the first event of the term will be the Meet & Greet for new employees on September 27 in Ferris Lounge at 3:30 pm. We will duplicate the food from last year. This is the only opportunity for new people to be introduced. Todd will get a list from Crystal to send personal invitations to all new people. Emily said that ITS may be purchasing a campuswide license for Smore. It could come in handy for Staff Council to use to promote events, etc.

Old Business

New Hire Checklist - It will be part of the new HR web-pages.

Survey - on hold. Anna will come to the next meeting.

New Business

Election of Exec Board: Slate of officers

Chair - Becky Canfield

Co-Chair - Emily Frakes

Secretary - Lindsey Rogers

Treasurer - Stephanie McMillan

Motion to accept the slate of officers by Rebecca. Seconded by Natalie. Motion Carried

IPPC Representatives: Rebecca Yowler (salaried) and William Williams (hourly).

Committee Chairs:

Staff Development: Adriana Colindres

PR & Communications: Karen Benedict and Stephanie McMillan

Nominations & Elections: Donna Reiche and William Williams

Administrative Issues: Natalie Schwab and Rebecca Yowler

Motion to accept the slate of committee chairs and IPPC representatives made by Jennifer. Seconded by Adriana. Motion carried.

Future dates of meetings - First Wednesday - Exec. Full Staff Council on second Wednesday at 2:00 in Alumni Room.

Motioned to adjourn by Rebecca; seconded by Lindsey. Motion carried. Meeting was adjourned at 2:58.