

## **Knox College Staff Council Meeting Minutes Thursday, July 19, 2018**

**Present:** Pat Pendergast, diana Mackin, Jennifer Gallas, Becky Hale, Andy Gibbons, Melody Diehl, Karen Benedict.

**Absent:** Todd Smith, Susan Williams, Becky Canfield

**Visitors:** Emily Frakes, Lindsey Rogers, Stephanie McMillan (new members in Sept.), Anna Clark

Chair Pat Pendergast called the meeting to order at 1:02 pm. Minutes of the June 21 meeting were approved. Melody gave the Treasurer's report noting that our year started over on July 1, so we are starting over with a budget of \$1,000. We had approximately \$400 left in last year's budget.

### **Committee Reports:**

**Administrative Issues-** Committee Chair Jennifer Gallas reported that the committee met in late June. They are working on the Knox 101 checklist. A committee member commented that there was only one time allowed for the Board forum which made it difficult for some employees to attend. They also felt that the senior staff was defensive and dismissive and that the forum was not productive.

**Nominations & Election-** No report.

**Communications & PR-** No report.

**Staff Development-** Andy Gibbons reported that they have not met recently. The ice cream social was held and people seem to appreciate the gesture.

### **Old Business**

Staff Survey results - Anna Clark reported that 181 people responded. We will use the information gathered to make plans and set goals for the coming year.

Active Shooter Training with Dan Robinson was held July 18 at 10 am and 2 pm in Kresge Recital Hall. Approximately 100 people attended, and the information was very well received. This training should be offered to current students. Jennifer will talk with Eric Johnson to see if he can add it as a life skills program. Pat will talk to Residential Life to see how it could be offered to returning students.

Knox After Hours - Pat contacted Cherry Street and Sidetrax. Cherry Street didn't respond, but Sidetrax was very enthusiastic and helpful. Other options include Fat Fish. We decided to set the first one for Tuesday, July 31 at Sidetrax, 4:30-6:00 pm.

### **New Business**

Other ideas for staff events: Becky H. suggested choosing a game per season/per sport to host a "staff night/tailgate". Andy said the first home football game is a difficult one to pull a crowd because classes are not in session yet. Emily Frakes suggested renting the gym or fieldhouse for a family night sometime in the winter. Pat thought we may also want to consider holding a movie night in the fieldhouse.

Pat reminded the committees to send notes to him so Exec could go over the ideas in their meetings. Exec will meet on August 9. Next full staff meeting will be August 16. Meeting was adjourned at 1:42 pm. Motioned to adjourn by Melody Diehl; seconded by diana Mackin. Motion carried.

## **Knox College Staff Council Meeting Minutes Thursday, June 21, 2018**

**Present:** Pat Pendergast, diana Mackin, Todd Smith, Jennifer Gallas, Becky Hale

**Absent:** Andy Gibbons, Melody Diehl, Susan Williams, Karen Benedict, Becky Canfield

**Visitors:** Emily Frakes (new member in Sept.), Kristy Ladendorf, Rudy Martinez, Jamie Avery

Chair Pat Pendergast called the meeting to order at 1:02 pm. Minutes of the May 24 meeting were approved. There was an anonymous \$200 donation to Staff Council for drinks for the potluck. Not all of it was used. Amount for the ice cream social is estimated to be \$125.

### **Committee Reports:**

**Administrative Issues-** Committee Chair Jennifer Gallas reported that the committee will meet next week. They are working on the Knox 101 checklist.

**Nominations & Election-** Committee Chair diana Mackin reported that she survived the election. The turnout for the election was low. She will write out the entire process she went through so it will be easier next time. Newly elected SC members are Lindsey Rogers, Karen Benedict, Stephanie McMillan, and Emily Frakes.

**Communications & PR-** No report.

**Staff Development-** Committee Co-Chair Todd Smith reported that the potluck was a successful event. It was well attended (approx. 50 people), and they are receiving good feedback. The ice cream social is next week. The Third Wednesday talks will start up again in the fall. Tom Colclasure and Jeff Douglas will present on the Grow Program that will be rolling out in the spring.

### **Old Business**

Staff Survey status - The survey was rolled out via email, and paper copies were provided to dining services employees. We received 60 responses in the first day.

Reminder - Active Shooter Training with Dan Robinson is July 18 at 10 am and 2 pm in Kresge Recital Hall. Please encourage your constituents to attend.

### **New Business**

Pat stated that there is growing interest in starting a Knox After Hours. Jennifer said she would check with Carol Brown to find out what businesses have free rooms we could use as gathering space.

Exec will meet on July 5. Next full staff meeting will be July 19. Meeting was adjourned at 1:25 pm. Motioned to adjourn by Todd Smith; seconded by diana Mackin. Motion carried.

## **Knox College Staff Council Meeting Minutes Thursday, May 24, 2018**

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

**Absent:** Becky Canfield, Barbara Schulze, Pat Pendergast

**Visitors:** Anna Clark, Crystal Bohm, Kristy Ladendorf, Andrew Salemi

Vice Chair Andy Gibbons called the meeting to order at 1:02 pm. Minutes of the April 26 meeting were approved. Melody gave the treasurers report, current balance is \$514.57.

### **Committee Reports:**

**Administrative Issues-** Committee Chair Jennifer Gallas reported that the committee is working on the Knox 101 handout. Crystal came to their last committee meeting. The handout will be a nice tool for new employees. Crystal clarified exit interviews and explained the new Bamboo program. Org charts are on Bamboo along with comings/goings. All staff has access to Bamboo. People like the Staff Spotlight, and the committee has received lots of positive feedback. Jennifer will talk to Vickie to see what the committee can do about Daycare.

**Nominations & Election-** Committee Chair diana Mackin reported the employee lists have been a challenge. Nominations are in process, and the committee is scrambling to meet the by-laws.

**Communications & PR-** No report.

**Staff Development-** Committee Co-Chair Todd Smith reported that the talk on motivation by Andy Gibbons was fantastic. The committee has been discussing the survey and the potluck. The potluck will be at Lincoln Park on June 13 from 3:00-7:00. Table service will be provided by SC. Bring your own drinks. The potluck is for all employees. Cost was \$35.00 to reserve the pavilion. There will be no raindate. Posters will be made for the Ice Cream Social on June 27.

### **Old Business**

Staff Survey status - Anna Clark is shooting for a Tuesday launch of the survey. She will make paper copies. The survey will be open for 2 weeks. We will have results at the June 21 meeting. Andy thanked Anna for all of her hard work. Everyone should encourage your constituents to fill out the survey.

### **New Business**

diana stated there is a belief among the staff that we aren't transparent

- In relation to the elections
- Distrust in the administration
- Coming from people who don't attend meetings or read the minutes

There was discussion on what is the best way to inform people on what SC is doing.

By-Law proposed changes were read. diana motioned to accept all of the changes to the by-laws as read. Jennifer seconded the motion. All in favor. Motion carried.

Next full staff meeting will be June 21. Meeting was adjourned at 1:40 pm. Motioned to adjourn by Todd Smith; seconded by Melody Diehl, Motion carried.