

Knox College Staff Council Meeting Minutes Thursday, January 17, 2019

Present: Jennifer Gallas, Stephanie McMillan, Becky Hale, Todd Smith, Emily Frakes, Susan Williams, Lindsey Rogers, Karen Benedict.

Absent: diana Mackin, Becky Canfield

Visitors: Kristy Ladendorf, Crystal Bohm, Pat Pendergast

Vice Chair Jennifer Gallas called the meeting to order at 1:05 pm. Minutes of the December 6 meeting were approved. Stephanie gave the treasurer's report, our balance is \$721.27. The December statement had not come in yet. Motion to approve the minutes and treasurer's report was made by Todd. Seconded by Emily. Motion carried.

Committee Reports:

Staff Development- Committee Chair Todd Smith reported that 25-30 people attended the cookie decorating and gift wrapping event. We are still struggling with attendance at the events. The event on Scams by Todd Olinger of the Galesburg Police Department had 16 people in attendance. The February event will be on garden preparation by William and Tina Hope. The March event will be on container growing by Deb Steinberg. We will need to provide funds for seeds and potting soil. The April event will be on spring cleaning/decluttering. The committee is trying to recruit new members as Andy Gibbons and Rebecca Eckart have stepped away.

Communications & PR- Committee Chair Stephanie McMillan reported that the committee has not met, but she has been taking care of making the flyers for the after hours events and coffee talks.

Nominations & Election- No report.

Administrative Issues- Committee Chair Emily Frakes reported that the committee met in December. They are finalizing wording and will meet with Crystal about the onboarding checklist. They discussed the possibility of a time audit of hourly/salaried staff work hours outside of worktime, the transparency on issues that are under deferred maintenance and how they are selected, and reminders for the mammogram/prostate exams from HR.

Old Business

Staff mentoring program - Administrative Issues committee will research other schools.

Fac/Staff day at a basketball game - In collaboration with SAAC, event is January 25. SAAC is working with athletes to invite faculty/staff. Motion was made by Becky H. to provide free popcorn to faculty/staff members with a limit of \$75.00. Todd seconded the motion. Motion carried.

Open Forum - Will be a round table format on Thursday, April 4. We will take some issues to discuss from the staff survey. Jennifer also asked members to solicit their committees for ideas. Food for the event: fruit skewer, coffee and lemonade were suggested with a budget of \$150.

The next After Hours event is at The Bar 65. Stephanie would like to get five pizzas from Little Caesars at \$30. Motion was made by Emily to get LC pizzas at a budget of \$30. Seconded by Lindsey. Motion carried. Stephanie will take care of getting the pizzas.

Email Distribution list - Emily said it is some sort of mark in CX. ITS is looking at removing distribution lists from the system, so this may not be resolved.

Berrien & West Street parking - Since Berrien is owned by the College, we could ask that parking lines be painted. West and Prairie streets are city owned, so we would have to work with them to find ways to make the intersection safer.

New Business

Meeting schedule moving forward: In order to prepare for the Open Forum on April 4, we will have 2 meetings in March. Exec will meet February 14, March 7 & 21. Full Staff Council on Tuesday, February 19, March 14 & 28.

Visitor Comments

None.

Motioned to adjourn by Todd Smith; seconded by Stephanie. Motion carried. Meeting was adjourned at 1:58.