

Knox College Staff Council Meeting Minutes Thursday, October 18, 2018

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

Absent: Susan Williams, diana Mackin

Visitors: Brea Cunningham, Pat Pendergast, Tobias Lannholm, Kristy Ladendorf

Chair Becky Canfield called the meeting to order at 1:05 pm. Minutes of the October 4 meeting were approved. Stephanie gave the treasurer's report, our balance is \$770.23.

Committee Reports:

Administrative Issues- Committee Chair Emily Frakes reported that the committee is ready to present the checklist at the next meeting. They are starting to look into extending the vacation time of long-time salaried employees. Lindsey said that work/life balance tips are needed because people are feeling overwhelmed. They were wondering if this could be a Staff Development talk. It was suggested that Marcy Simkins would be a good person to present on this topic. The parent resource email list is only going out to faculty. Emily will ask Katie Adelsberger to include staff to this list. There was also a question about the exit interview policy. Does everyone get an exit interview or is it only upon request? They will check with Crystal.

Nominations & Election- No report.

Communications & PR- Committee Chair Karen Benedict reported they met on October 9. The staff spotlight went out. After Hours was discussed, and Brea Cunningham is making a template for the After Hours posters. Stephanie McMillan volunteered to take over the Facebook page. Barbara Schulze is getting our events on the Knox events calendar.

Staff Development- Committee Chair Todd Smith reported that the October 10 event with Toby Lannholm was not very well attended. The time was changed to 2:00 so people wouldn't have to use their lunch hour, but we had better attendance during the noon timeslot. The November event is being scheduled on stress relief. They are trying to find someone to present. Other coffee talks are being scheduled. Working on a November topic of stress relief TBA.

Old Business

The Staff Survey - There were 181 staff who responded. Events: Becky C. will ask Teresa to encourage people to attend the SC events at the holiday party. Some of the administrative issues that came up on the survey are HR issues. We can at least ask the questions.

Staff mentoring program - A sub-committee should be created or maybe the Elections/Nominations committee could take on the task of researching this.

Tailgates at athletic events - We are too late to do anything at a volleyball game or soccer this fall. We will plan on doing something during basketball season, maybe piggyback on a SAAC event.

New Business

Staff Council Punch Card - It was suggested that we create a punch card to encourage attendance at our events. For each event attended, they get a punch. When the card is filled out, the person will get a reward (maybe lunch at the Gizmo, etc). Or maybe we do a raffle drawing at each event. Becky C will talk

to Teresa and Crystal about this idea. Becky H. will contact Melody about the rules for giveaways/gift certificates, etc.

Visitor Comments

Brea Cunningham said that Softball sells popcorn at the basketball games as a fundraiser, but maybe we could offer free popcorn to the staff who come to our basketball event and then pay softball for what they handed out.

Next meeting of full staff council will be November 1; Executive committee will meet on 10/25. Motioned to adjourn by Karen Benedict; seconded by Todd Smith. Motion carried. Meeting was adjourned at 2:10.