

## **Knox College Staff Council Meeting Minutes Thursday, October 4, 2018**

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

**Absent:** Susan Williams, diana Mackin

**Visitors:** Crystal Bohm

Chair Becky Canfield called the meeting to order at 1:02 pm. Minutes of the September 13 meeting were approved. Stephanie gave the treasurer's report, our balance is \$890.09. Expenses from the Sept. 1 football tailgate were approximately \$110.00.

### **Committee Reports:**

**Administrative Issues-** Emily and Lindsey will be chairing this committee. The committee is meeting on October 9 and will be working on finishing the checklist for new employees. They will be asked to look at other ACM colleges to see what their vacation policies are, as the question has come up about adding vacation for salaried employees who have been here 20 years or more.

**Nominations & Election-** No report.

**Communications & PR-** Karen Benedict reported they have a meeting scheduled for October 9. They are getting a new Staff Spotlight ready to go. They invited new people to join the committee, Becky Hale and Brea Cunningham. Stephanie is checking with Ethan Crow on our web pages, updating bios, etc. We need to decide who should be in charge of updating these pages in the CMS.

**Staff Development-** Committee Chair Todd Smith reported that the ratio of new to old employees was down at the new staff meet and greet event. Food was great, though!

Toby Lannholm - Oct 10 - Bamboo/Benefits/HR stuff

Other coffee talks are being scheduled. Working on a November topic of stress relief TBA.

Todd made a motion to approve \$50 food and drink expenses for staff development programs. Stephanie seconded. Motion carried.

### **Old Business**

After Hours event planning discussion: The first Tuesday seemed to work well. Motion was made by Todd to schedule the events on the first Tuesday of every month. Jennifer seconded. We emphasized moving around to different places in town. Some have free private rooms, etc. Stephanie offered to check with Budde's Pizza for November, then see if Fat Fish is available as a second option.

Staff Council email distribution lists discussion:

Staff-council-dist : goes to ALL staff

Staff-Council-User : goes to Staff Council Representatives only

We still think the lists are not including everyone. Emily volunteered to meet with Crystal to see if the lists can be sorted out/flagged correctly in the system.

### **New Business**

Executive Committee will go back and take a look at the suggestions from the Staff Forum and survey to decide priorities for this next session. It's time to reevaluate and see what we think can be accomplished or needs to be considered.

Dates set for After Hours events: Nov 6, Dec 4, Jan 8, Feb 5, March 5, Apr 2, May 7. The PR committee will promote the dates. We are hoping the Elections/Nominations committee could be the lead on planning the events.

Because of Homecoming preparation, the next meeting needs to be moved. Karen motioned to move the meeting to Tuesday, October 16, location TBA. Todd seconded the motion. Motion carried.

Next meeting of full staff council will be 10/16; Executive committee will meet on 10/11. Motioned to adjourn by Stephanie McMillan; seconded by Jennifer Gallas. Motion carried. Meeting was adjourned at 1:44.