

Knox College Staff Council

Meeting Minutes Thursday, September 13, 2018

Present: Pat Pendergast, Todd Smith, Susan Williams, Becky Canfield, Jennifer Gallas, Becky Hale. Andy Gibbons, Melody Diehl, Karen Benedict, diana Mackin. New members: Stephanie McMillan, Emily Frakes, Lindsey Rogers

Visitors: Crystal Bohm, Barbara Schulze.

Chair Pat Pendergast called the meeting to order at 1:02 pm. Minutes of the August 16 meeting were approved. Melody gave the treasurer's report, stating that we started over with a budget of \$1,000 on July 1. There were expenses from the Sept. 1 football tailgate that had not been charged to the account yet.

Committee Reports:

Administrative Issues- Committee Chair Jennifer Gallas reported that the committee will be meeting to finish up the checklist.

Nominations & Election- Committee Chair diana is working on a "How to" document for elections.

Communications & PR- Committee member Barbara Schulze reported that Jon Crider debriefed the committee before he left. There is one staff spotlight in the queue. They plan to share staff spotlights the third and seventh week of each term. They have lost a number of committee members and are in need of new people.

Staff Development- Committee Chair Todd Smith reported that the tailgating event only drew a few people that were not from Staff Council. The rainy weather and the game being on Labor Day weekend may have been a contributing factor. Upcoming events include:

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

New Staff Meet and Greet - September 26, 2:00, Ferris Lounge. They will email new employees to invite them 2 weeks ahead of time.

Other coffee talks are being scheduled.

Old Business

Anna Clark is working on an executive summary of the staff survey.

Pat stated that the next Chair of SC should ask Teresa to remind the managers about allowing staff to attend the SC events. diana said that she has confirmation from Scott Maust that custodial employees are allowed to attend.

New Business

Becky C. had a suggestion from an employee about adding vacation time for salaried employees after 20 years of service. Crystal said that salaried staff vacation time is front loaded. Hourly staff vacation is accrued, and they start with less vacation time. Salaried staff start with 4 weeks.

Todd said an employee suggested that SC explore ways to help the College in their hiring processes regarding racial equality. This is probably an HR issue.

Elections:

Unanimous ballots were accepted and approved for the following slate of officers:

Chair - Becky Canfield

Vice Chair - Jennifer Gallas
Secretary - Becky Hale
Treasurer - Stephanie McMillan

IPPC representatives - Salaried: Becky Hale; Hourly: Stephanie McMillan; Bargaining Unit: diana Mackin

Committee Chairs:
Staff Development - Todd Smith
Nominations - diana Mackin, Sue Williams
Public Relations - Karen Benedict
Administrative Issues - Emily Frakes, Lindsey Rogers

The Council thanked the members who finished their term for their service to the staff at the College and for all of the hard work they put in to making improvements. - Andy Gibbons, Melody Diehl, and Pat Pendergast.

Public Comment

Barbara said two faculty members approached her about doing something nice for staff to show their appreciation. It was suggested that they sponsor one of the after hours events. The next after hours event will be in October.

It was decided that we should meet as a council twice a month to get going. We will resume monthly meetings in December. Next meeting of full staff council will be 9/27; Executive committee will meet on 9/20. Meeting was adjourned at 2:10 pm. Motioned to adjourn by Todd Smith; seconded by Jennifer Gallas. Motion carried.