

**Knox College Staff Council**  
**Meeting Minutes Thursday, December 6, 2018**

**Present:** Becky Canfield, Jennifer Gallas, Stephanie McMillan, Todd Smith, Emily Frakes, diana Mackin, Lindsey Rogers

**Absent:** Karen Benedict, Becky Hale, Susan Williams.

Chair Becky Canfield called the meeting to order at 1:01 pm. Minutes of the November 1 meeting were approved. (diana Mackin motioned to approve, Jennifer seconded)

**Treasurer report** - Stephanie reported that \$721.27 is left in the account, there may be some bills coming for the last and upcoming staff development activities. Todd motioned to accept the report and diana seconded the motion.

**Committee Reports:**

**Staff Development Committee** - 28 people attended the last session on work-life balance; there were mixed reviews on the presentation. Most appreciated the information but wanted more action items to take away from the presentation - suggestions on how to start balancing your life.

- Next week - Decorating session in Wilson House; decorating cookies, will have tea and hot chocolate available as well. Also will have wrapping paper and bows for demonstrations on how to wrap presents. We will need some supplies for this event. Student workers are welcome to attend too.
- Jan. 16 - program on identity theft by Galesburg Police Dept.
- February - garden planting - prep for spring (William and Tina Hope). Todd is reaching out to Deb Steinberg for ideas on container gardens and composting ideas.

**PR/Communications Committee** - need to continue staff spotlight, need to talk to the committee about getting some info out for future staff development events and after hours - is there anyone in the group that likes to do posters and flyers? Nicole Trego used to do it but has left the College.

**Nominations/Elections** - diana said she will chair this group if she is able to stay on Staff Council - she is retiring from her custodial job and applying for a checker position in Dining Services.

**Administrative issues** - meeting next Monday and will have a full report next meeting.

**Old Business:**

**Staff mentoring** - Becky C met with Teresa and she liked the idea, but had some reservations. Implementation of this project would be hard, and there is no way to control what people would tell new employees. There could be a risk of people not getting the correct information and possible liability issues if the mentoring is done ad hoc. We may have to table this for now.

**Staff night at Basketball with SAAC** - January 25 will be staff night, both teams have games that evening. We talked about having a hospitality room for fac/staff, but it may be too complicated to do right now. We will stick with paying for popcorn for staff members and their guests. Staff can turn in tickets to get their popcorn and the team selling popcorn can keep track of how many tickets they receive. We can then pay them for the popcorn. Jennifer has a ticket roll or Stephanie would be willing to make tickets for this event.

**After Hours** - Knox County Brewing Company will be the venue for the next Staff After Hours in January. It's located close to Farm King (next door) and is located in the sustainability center building.

**New Business:**

Possibly changing the format of the Staff Council Open Forum - the Council needs to research options for this event. Possible Round Table Event for April. Would like advanced notice and heavy PR for this event. Create a handout with accomplishments to provide to attendees.

HyVee Coupons: Becky was arranging for the coupons to be provided

Petition for Berrien and West - Can staff council petition a stop sign? Todd reaching out to Peter Schwartzman for more information.

**Other items:**

Becky inquired about the parking study - may have to wait for new CFO. Teresa had asked Keith Archer to do a study on the lots and how they are being used, but no one has taken any action yet. Becky communicated staff concerns to Teresa.

We talked about the winter weather policy - we have sent a letter and suggestions to Senior Staff, they are looking it over and most likely will be crafting a policy so all can be aware of what to do in inclement weather. This way people will know who to contact and where to look for information when such an event occurs.

No visitor comments.

Meeting Ended at 2:00 p.m. - Todd motioned to adjourn, diana seconded.