

Meeting Minutes

DATE: 9/12/2023

LOCATION: UC 216

ATTENDING: Joni Millican, Jennifer Davis, Venus Lillis, Kristie Avery, Susan Gleason, Joe Sloan, Jennifer Carrillo, Jodi Pompa, Deanna Harding, Mandy Davis, Madie Westmoreland, Amber Galvan, Victoria Stiner

ABSENT: Maleny Gomez, KaDeidre Bell, Courtney Thomas

MEETING BEGAN: 11:04a

AGENDA ITEMS

1. Jennifer Davis made a motion to approve retreat meeting minutes. Joni seconded. Motion approved.
2. Mandy gave treasurer's report – there's almost \$1,600 in account currently. May be asking Ramona for more to help us with our events and initiatives.
3. Venus gave retreat groups 15 minutes to discuss any findings/follow up to the following questions:
 - a. ***If Staff Council were to create a campus of community and trust, what does that look like?***
This group's responses were a pancake breakfast on Oct. 17th for everyone and/or an Eagle Family Game Day. Dr. Alexander would pay for food trucks to come to campus. Day would be November 17th (Friday before Thanksgiving) from 9a-12p (maybe longer for the food trucks). Games would include ping pong, air hockey, giant Jenga & Connect 4 from Student Life, a giant Guess Who (with person's permission), board games. Mandy and Sarah Neuman working together on this event (Sarah on behalf of Dr. Alexander). This group would need to work with Joe Sloan to see if it can be done in Patterson gym. Other events discussed were SSC Appreciation Day (Oct. 2), Halloween party (Oct. 31), Christmas Decorating & cookies (Dec. 1), Christmas Staff Party (TBD- Staff Council will donate door prizes). Joe mentioned doing online group fitness classes for staff & students- these will be on demand/streaming classes (yoga, meditation, etc.). Venus brought up Staff Council potentially donating \$500 toward this.
 - b. ***If Staff Council were to create a network of information for staff and faculty, what does that look like?*** Responses included redoing our webpage to be more user-friendly, more centrally located information for staff. Webpage reboot modeled after UNT's page. Madie said potentially using Text Magic asking staff members to opt in to have event info sent to them in a text. For 150 staff members, would cost \$.05 a text with no more than 5 texts sent per person for a total of about \$450. Also want to ask for the Need to Know to be sent in the morning no more than twice a week, sending out event emails only and ask to get Staff Council credentials being placed on the directory. Regarding the pancake breakfast, possibly replacing the Pastapalooza fundraiser – Staff Council keeping the revenue from the fundraiser and having a separate food drive contest between buildings, create your own teams, etc.
 - c. ***If Staff Council were to advocate for wellbeing and staff retention, what does that look like?*** Responses were equitable pay increases, flexibility & remote working and being appreciated by

receiving gift cards, hours off, etc. Mandy mentioned Dr. Alexander wanting to add staff award to the Distinguished Faculty Awards. It was also mentioned having all managers be on the same page when it comes to university policies (some managers don't interpret policies like others). Also want to determine a way to make experience matter to administrators. Lack of transparency on campus with a need for change also discussed.

4. Staff Council webpage reboot (see #3b)
5. Events schedule for this semester – more events to be determined after Christmas break:
 - a. SSC Appreciation Day- October 2, 2023 (Monday)
 - b. Halloween party/costume contest– October 31, 2023 (Tuesday)
 - c. Christmas decorating – December 1, 2023 (Friday)
 - d. Christmas staff party – TBD (this is the gift exchange)
 - e. Christmas tree take down – Jan. 5, 2024 (Friday)
 - f. Valentine Candygrams – Feb. 14, 2024 (Wednesday)
 - g. Pastapalooza – March 28 or 29, 2024 (Thursday or Friday)
6. Venus will discuss the following items with Dr. Alexander at her meeting with him on Sept. 11 @1:30p - these are based on retreat groups feedback:
 - a. Create favorable work conditions for the University by guiding employees through formal communication on the channels available to them for expressing concerns and how to do so respectfully and with possible solutions. Make sure wellness benefits and positive employee resources are well known and encouraged.
 - b. Complete a comprehensive equity review for the lowest paid full-time employees to ensure they are being fairly paid for the work being performed. Across the board increases do not address the issue of inequity of pay among comparable positions.
 - c. Fill the many open staff positions while ensuring a rightsizing strategy within university departments to evaluate where there is a shortage of employees and where potential position consolidation might be applicable. Ensure every department has what they need to succeed.
 - d. Evaluate the process for communicating and documenting new and/or changing policies to ensure a communication plan is included for distribution to the affected parties. Finding out about new policies that impact day to day operations through here say, rumor, and the unofficial back channels of communication has led to misinformation in the past.
 - e. Set clearer expectations among all managers regarding wellness time, flex schedule, working remote, summer hours, taking vacation/ sick leave. If one manager allows something others don't or vice versa, we have an unfair system in place. Supervisor evaluations may also be helpful.

It was also mentioned to do away with the Zoom meeting option since it's difficult to properly hear what's being said and the meeting minutes will be on the Staff Council webpage.

NEXT MEETING: 10/10/2023

MEETING ENDED: 12:02p

Respectfully submitted by Kristie Avery, Secretary