

August 2021 Staff Assembly Minutes

Tuesday, August 3, 2021

2pm | Polly Ford Conference Room, DiGiorgio Student Center

In attendance: Debbie Casperson, Amanda Cavin, Jayme Charles, Debbie Garrick, Craig Gero, Kelley Kish, John Kroft, Jessica Martin, Katie Roach, Leah Simmonds

Absent: Chris Johnson, Shea Maple

John Kroft called the meeting to order at 1:59pm and welcomed Glenn McCall, Chair of the Board of Trustees.

I. Welcome & Introductions

A. Greet & Thank BoT

B. Introductions (if BoT present): Name, job title, department, SA function. Assembly members introduced themselves and Mr. McCall stated he was looking forward to the staff representation at BoT meetings. We asked if staff can be involved in planning/brainstorming committees for certain initiatives (e.g. financial aid and marketing/enrollment). He noted he did not foresee future furloughs and asked the assembly what the three top issues were that staff complained about. The reps responded: compensation, work from home, and parking. Chairman McCall fielded questions around those issues and noted that staff are often not recognized/rewarded. The BoT is talking about using COVID funds to support students with scholarships and staff in other ways, possibly retention bonus or merit increase (6 years since last one). He stated he didn't want to get ahead of any announcements from the president but that there are some "activities" in the works to recognize/reward employees. We asked about the possibility of visitor hanging tags per division. We also want to be sure to include possible solutions when we identify problems. Chairman McCall has asked Julie Fowler to give Staff Conference an update on the presidential search. Kimberly Faust will coordinate with John and hopefully Faust can Zoom or another trustee can attend in person. Maybe we should add a section to our quarterly reports about the presidential search?

II. Staff Committees

A. Committee Updates

1. *Staff Feedback* – Tanya resigned as chair, to be handled internally.
2. *Media & Communications* – Staff Stuff went out 8/2/21 with next issue due out first week of Sept. Send us your updates. Jayne is vice chair of the committee.
3. *Professional Development* – Nicole Chisari is the new chair and Amanda will represent SA.

4. *Community & Campus Involvement* – meeting next week.
5. *Staff Recognition* – no update.
6. *Elections & Nominations* – filling vacancies, call for nominations are active (president's office and HR), deadline this week.

III. Looking Forward: 2021-2022 Planning

A. Vice Chair selected

1. Still need Secretary – Amanda Cavin will assume this role.
2. Still need Historian – Christ Johnson is remaining in this role.

B. Budget Review: Leah provided a general overview for Mr. McCall; he noted that \$1200 is not a lot to work with for staff for an entire year and indicated he would look into that. Leah outlined what we have used our funds for in the past: professional development (she also noted that CAS provides \$700/faculty member for professional development and that most staff don't get to attend conferences, etc.); water fountain retrofits; new employee cards Recognition Committee).

C. Follow-up on Action Items

1. Amanda – Buildings/Locations – signup sheet circulated looking for time suggestions and 2-3 reps per slot.
2. Katie – Dates – 8/21 is first date – all dates are Tuesday or Thursday.
3. Shea – Advertising/Posters – Jayme (Media & Communications) stated her committee may be able to help with these.
4. Debbie – VC run-off – Katie elected by simple majority (7 votes) over Leah (4 votes).
5. John – Space Requests & Inform E&N Committee of recent departures – Dina's Place is reserved for staff conference; Jayme to assist with Zoom webinar. Holding off on recurring requests as new system is implemented and as we monitor COVID variants. For the August meeting, all reps will sit at the front and Billy will help coordinate tech with Katie.

D. Staff Questions – Feedback Committee to get answers from VPs, John and Katie to discuss with President Hynd, Feedback to add in-depth answers on webpage.

E. Decide on 2021-22 Goals

1. MGMT training or common book – Debbie researching options (maybe the book *Credibility* by Kouzes & Posner), suggested reading list in Staff Stuff, work with Professional Development Committee (Amanda will mention at next meeting).

2. VP Summit w/ purpose of bridging gap between executives & employees – all agreed that having VPs speak to the Assembly would be good.
3. Clearly define committee expectations – John to send email to Committee chairs about semester meeting in Sept/Oct to define roles, assembly reps to review committee responsibilities and provide feedback at next meeting.
4. Listening Tour (preliminary logistics done by Amanda and Katie)

F. Staff Conference Presentations

1. Aug: Update from BoT on presidential search
2. Sept: Update from Lisa Cowart on work from home.
3. Committee spotlights to resume in Sept?

IV. Adjournment

- A. Next Staff Conference: August 17th (Dina's Place)
- B. Next Staff Assembly Meeting: Sept 7 (conference on 21st)
- C. Motion: Jessica, Second: Amanda at 3:19pm

Action Items

- Katie to coordinate Zoom webinar with Billy and Jayme
- Media & Comm (Jayme) and Kelley to follow up with Shea on Listening Tour marketing
- John to coordinate BoT attendance at Aug SC meeting with Kimberly Faust
- Amanda or Katie to send out Listening Tour schedule/volunteers
- Feedback Committee to request answers to staff questions and elect new chair
- Debbie to bring staff common book suggestions, Amanda to coordinate with PD Committee
- John to email committee chairs about meeting in Sept/Oct
- All SA reps to review committee responsibilities and be prepared to discuss next month