

# Staff Council Meeting

February 8, 2024  
10:30 A.M.

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**Attendees:** Henrique Donati, Joy Skinner, Jamie Hollaway, Abbie Raum, Stephanie Newsom, Adrian Norris, Beth Sinnwell, Sheila Kittleson, Ryan Callahan, Amy Wilson

**Not Present:** Dean Cockerham

## Minutes

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### ***Agenda item: Welcome to New Members***

#### **Discussion:**

New members were welcomed into the group, shown how the Teams & SharePoint are set up as well the Staff Council page on MyWartburg. The New members are as follows: Abbie Raum, Adrian Norris, Beth Sinnwell and Ryan Callahan.

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### ***Agenda item: Additional Nominations***

#### **Discussion:**

The group went over the additional nominations from the Dean of Faculty and VP of Finance. They voted to invite Lori Backer and Kris Steege to join the group. Henrique will send the invitation on behalf of the group.

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### ***Agenda item: Policies and Procedures Update***

#### **Discussion:**

Per our previous recommendation to President Becky to have a single location for policies and procedures, the Marketing department put together this web page in MyWartburg:

[https://my.wartburg.edu/ICS/Resources/College\\_Policies\\_Procedures.inz](https://my.wartburg.edu/ICS/Resources/College_Policies_Procedures.inz)

We briefly reviewed the page and asked each member of the Staff Council to bring it up with their respective departments to help ensure the completeness of the web page.

The business Office has already reviewed the web page. We clarified that documents currently in the InfoCenter will be moved to MyWartburg eventually, but this page will not host any documents – only links to documents.

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### ***Agenda item: Parental Leave Task Force***

#### **Discussion:**

The co-chairs, Henrique and Joy, were contacted by Andrea Eslick at the request of the Dean of Faculty, Debora Johnson-Ross, to gather nominations from the Staff Council to join nominees of the Faculty Council on an Administrative Task Force. Said task force will evaluate the current policy, which only follows the guidelines of FMLA and requires employees to use their time off or PTO for these kinds of leave. A recommendation to the Senior Leadership Team will be put together based on their work.

Joy Skinner and Abbie Raum will represent the staff council in these discussions. Additionally, Zach Drape was nominated to join these discussions, as he will be back from Parental Leave on the coming Monday. Abbie will be following up with Zach and Joy with Andrea.

There was a question related to the age group represented for this kind of leave. We assumed it's only for newborns or recent adoptions but will bring up with the task force the possibility of extending the policy to accommodate older children or even family members that may end up requiring additional care.

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**Agenda item: Making Wartburg College a great place to work**

**Discussion:**

The question was posed as to what makes Wartburg a great place to work for the group, with the intent of advertising not only to the new hires, but also to current employees, the different perks of being a Wartburg Employee. The group came up with the following list:

- The college not only accepts all religions but embraces them. We encourage employees to go to chapel 3 times a week or do their own practice during those same times.
- Music events at Wartburg can be attended by employees at a discount and Athletics events are free – you just need to show your ID card at the entrance.
- There is reduced membership to a state-of-the-art facility – the W.
- The PTO policy is very generous and allows us to accumulate and carry over 40 days of PTO.
- The “quirkiness” of our campus in relation to new initiatives and communications, employees are allowed to use their imaginations and given support to run with them.
- Even though there is high turnover in some positions, there is a stable core group of people who shape the future of college.
- We continuously get to work with younger people, which keeps us young at heart and in the know of the new trends.
- There are several learning opportunities at Wartburg, such as professional development and continuing education (taking classes).
- The campus is very resourceful (A mini town), with a mail room, a clinic, a gym, multiple dining options and even a Starbucks.
- We get discounts at external places for working specifically at Wartburg and for a college, such as the local Pizza Ranch (Wartburg Only) or phone carriers (For working on a non-profit/university).

Joy will use this list as a starting point for different projects we shall hear more about in the upcoming meetings.

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**Agenda item: Open Discussion**

**Discussion:**

Amy will advertise the upcoming health/blood screening on the Juice. This event will take place on March 11<sup>th</sup> and 12<sup>th</sup>.

Abbie is putting together a student employee appreciation week, as March 1<sup>st</sup> will be “Employee Appreciation Day”. The group discussed what we could do in the short and long term for the staff on campus.

Ideas for the long run: HR has done Smack Cards with Chocolates delivered to all employee desks in the past. We talked about potentially using of the Employee Assistance Program we are signed for with the hospital to bring in a speaker on campus. Another option is to provide free coffee for a certain time frame, similar to how Alumni thanked the different donors on campus earlier in the academic year. We also discussed the idea of a scavenger hunt since we already had a list compiled from previous meetings.

Plan for the short run: Joy will follow up with President Becky on requesting funds for a small gathering in CTC for March 1<sup>st</sup>, 2024 (last day of Winter Break), where coffee and pastries can be served and Staff from various departments can

congregate for an hour. Henrique will provide Joy with estimates he received for the food provided during the Jenzabar Week.

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