

Staff Council Meeting

January 12, 2024
10:30 A.M.

Attendees: Dean Cockerham, Henrique Donati, Joy Skinner, Amy Wilson, Jackie Chouinard

Not Present: Sheila Kittleson, Stephanie Newsom, Jamie Hollaway

Minutes

Agenda item: Staff Handbook Changes – Follow-up

Discussion: This agenda item put on hold and will be discussed at next meeting due to Jamie Hollaway not being in attendance. No new handbook changes were identified.

Notes: Updates have been made to the Staff Handbook updating the name from PAC to Staff Council.

Agenda item: Nomination of new Staff Council Members

Discussion: Suggested nominees for new Staff Council members were discussed and voted on to join the council. Henrique sent out a formal email invite to join to the approved nominees. The new members will begin serving with the next Staff Council meeting on 2/9/2024 for a 3-year term. A membership spreadsheet is available on Teams>Staff Council>Files outlining the designated expiration date for each member's term.

Notes: The nominees who have accepted to serve a 3-year term expiring on 8/31/2027 are Beth Sinnwell, Abbie Raum and Ryan Callahan. We are waiting to hear back on one more nominee.

Agenda item: Policies and Procedures – could there be a centralized location?

Discussion: Question posed was whether the Staff Council should take on the initiative. Consensus of Staff Council members is that it would be helpful to have one location for all employees to find the current Policies, Procedures, and Standards. HR currently houses policies and procedures on Wartburg Info Center which will eventually be replaced by my.Wartburg site and the Info Center will no longer be used.

Notes: Henrique will send an email to President Becky with Staff Council's recommendation that a centralized location for Policies/Procedures/Standards in needed.

Agenda item: Updates on Staff Council web page

Discussion: The Staff Council web page on <https://my.Wartburg.edu/ICS/Resources/StaffCouncil> has been built out and is now available for Wartburg employees to submit a question, suggestions and applause and uplift each other. The submissions by employees will be reviewed by Staff Council and, when approved, will show up in the Questions, Suggestions and Applause – Results section.

Notes: Joy will make an announcement in the Juice the newest feature of the Staff Council's page to include input fields for Questions, Suggestions and Applause. The Juice article will invite employees to submit

the Questions, Suggestions and Applause. Current uplifting applause comments are for the Dining Services for being faithful employees during the blizzard and for the Maintenance crew for keeping our paths clear of snow.

Agenda item: *How about a new year's challenge?*

Discussion: Joy proposed a new year's challenge from Staff Council to employees as a health and wellness reminder to get in enough steps. Promoting the upper level of The W which is free for employees and non-members to walk around. Suggestion made on gaining Sheila Kittleson's input on

Notes: Joy will advertise the steps challenge in the Juice for a subsequent week following the Questions/Suggestions/ Applause announcement.

Agenda item: *Upcoming Juice announcements*

Discussion: A Juice Ideas spreadsheet has been created and housed in the Staff Council's Team's folder to collect ideas for Health and Wellness for articles to be posted in the Juice newsletter. The focus of the announcements will be on employee mental health and wellness tips.

Notes: The Questions, Suggestions and Applause will be the next article submitted to the Juice by Joy.

Open Discussion: No additional items were discussed. Meeting adjourned.

Special notes: Next meeting will be on Friday, February 9, 2024, at 10:30AM.