

# Staff Council Meeting

November 10, 2023  
10:30 A.M.

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**Attendees:** Dean Cockerham, Henrique Donati, Jamie Hollaway, Joy Skinner, Sheila Kittleson, Stephanie Newsom, Jackie Chouinard

**Not Present:** Amy Wilson

## Minutes

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***Agenda item: Reviewing Teams Site for Staff Council***

**Discussion:**

Donati informed the council of the discontinuance of the Information Center by 2025. Currently the Staff Council page can be found on My.Wartburg.edu/ICS/Resources. Discussion was held regarding having two separate input areas: Questions/Suggestions/Applause and Forum. The group decided to use the Questions/Suggestions/Applause field and not Forum; which will only be visible by internal staff and moderated by Staff Council members. The Staff Council's mission statement will be viewable by the public based on research by Skinner. Donati will continue building out this site and updating with prior meeting minutes.

***Agenda item: Staff Council Membership***

**Discussion:**

Discussion held on adding new members to the Staff Council representing both administrative and staff positions. It was agreed that the names of potential members appointed by the Senior Leadership Team be brought forward with the internal election process being voted on by the current Staff Council members.

Hollaway will be updating the Staff Handbook to update language from PAC to Staff Council. Any additional updates that Staff Council identifies that need to be made to the handbook should be sent to her for review. The handbook will be included as a link on the Staff Council page and posted on the Teams site for the group to view.

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***Special notes: Next meeting will be on Friday, December 8<sup>th</sup>, at 10:30AM.***