

# Staff Council Meeting

December 8, 2023  
10:30 A.M.

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**Attendees:** Henrique Donati, Joy Skinner, Sheila Kittleson, Stephanie Newsom, Amy Wilson, Jackie Chouinard

**Not Present:** Dean Cockerham, Jamie Hollaway, Sheila Kittleson

## Minutes

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### ***Agenda item: Staff Handbook Changes***

#### **Discussion:**

Staff Council agreed that the Staff Handbook needs updating of all references of Personnel Advisory Committee (PAC) to Staff Council in addition to the website links and share file directories. The Council also agreed that the language defining the purpose of the Staff Council should also include the mission statement.

**Notes:** Donati made the revisions trackable and saved it in Teams. Jamie Hollaway for review and approval prior to the next Staff Council meeting.

### ***Agenda item: Staff Council Webpage + Questions Suggestions, Applause***

#### **Discussion:**

When a Question, Suggestions, Applause entry is made on the Staff Council webpage, it was agreed upon the information entered by staff will need to be reviewed and approved by Staff Council before it is posted to the website.

**Notes:** Donati will build out the field so that the posting workflow can be tested at the next Staff Council meeting.

### ***Agenda item: New Members Needed***

#### **Discussion:**

Donati lead the discussion on identifying the equitable number of representations by department of staff. Most importantly there also needs to be a balance between hourly and administrative members.

President's Office: Already represented by Donati and Skinner

1 From the Dean's office (hourly)

2 From Finance & Administration Office (O&M and Business Office)

1 from Advancement

2 from Student Life

2 from Student Recruitment

**Notes:** Donati will send email to VP's asking for nominations to be considered by Staff Council.

### ***Agenda item: Publishing policies from the Staff Handbook or tips for mental wellbeing in the Juice***

**Discussion:**

Skinner thought it would be helpful to post information from the Staff Handbook to put in Juice and highlight what Wartburg offers staff regarding mental health well-being.

Topics and descriptions for well-being posts will be reviewed by Staff Council approval before being sent to the Juice. An Excel spreadsheet has been created to start listing ideas for future posts. The spreadsheet will include the dates approved by the Staff Council and when it was posted.

Notes: Preliminary topics were assigned to Staff Council member to develop descriptions which will be reviewed for the 1/8/2024 Juice newsletter.

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

**Discussion:**

Skinner raised the question if there could be a centralized location for all policies and procedures. Currently policy and procedures can be found on the individual department web pages. Suggestion was for a comprehensive page with a permanent link to navigate and find the policies with various topics.

**Notes:** We will carry over this agenda item for further discussion at the next Staff Council meeting.

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**Special notes:** Next meeting will be on Friday, January 12<sup>th</sup> at 10:30AM.