

# Staff Council Meeting

February 21, 2025  
1:00 PM

**Attendees:** Joy Skinner, Kay Grigsby, Dean Cockerham, Beth Sinnwell, Steph Key, Amy Wilson, Stephanie Newsom, Shiela Kittleson, Kris Steege

**Not Present:** Abbie Raum, Jamie Holloway, Adrian Norris, Brenda Cummer, JP May, Ryan Callahan

## Minutes

### ***Agenda Item: Staff Outfly***

Plans for Staff Outfly on March 6 were finalized. Setup up will begin on March 5 around 2:45 with Joy, Kay, Beth, and Kris bringing materials for storage in the library. March 6, setup will begin at 9:30. We will need to set up the atrium tables, craft and games on the first floors, lawn games on the second floor, and whiteboards with directions throughout the building.

The third floor will contain wellness activities and chair massages with two available massage therapists and one person to lead stretching and chair yoga. The second floor will have smack cards and lawn games. First floor will have the snacks and drawings. Snacks will consist of Hy-Vee cookies (\$3.75/dozen)- 7 dozen chocolate chip and 5 dozen sugar (\$63.75 total) which Beth will order and pick up. Sheila will make popcorn in the W the morning of the event and we will bag it individually. Drinks will consist of jugs of tea and lemonade with cups. Additionally, the Wartburg Store will be having a promotional sale during the event.

The prize drawings include discount cards from the Wartburg Store, Old Main paperweights from the president's office, Library branded tumblers, and T-Shirts from admissions. We will reach out to other departments for additional promotional items as well.

Communication of the event will consist of a Juice on February 24 teasing "something fun to watch out for next week". We will also have a special Juice on March 5 with the subject "Outfly is always tomorrow" which will include the invitation as well as a sign-up sheet for massages. Joy will also email department heads in advance to make sure everyone is available and welcome to join the festivities. Right before the event, Ellen and Alex from the Alumni Office and anyone available will go office to office declaring it Outfly.

Ideas for next year include creating Staff Outfly T-shirts.

### ***Open Discussion- HR***

Amy Wilson updated the council that the Retirement Plan Sub-Committee, which traditionally included faculty, staff, and retired employees, has been dissolved. Needed input will be sought from Staff and Faculty Councils as needed moving forward.

The 2025-2026 holiday schedule was submitted for review. Everyone present was amenable, and the schedule will be posted for final comments this week.

Next month, Staff Handbook changes will be brought forward.