

Staff Council Meeting

June 13, 2025
11:00 PM

Attendees: Joy Skinner, Kay Grigsby, Abbie Raum, Beth Sinnwell, Shiela Kittleson, Steph Key, Jamie Holloway, Amy Wilson, President Becky Ehretsman

Not Present: Stephanie Newsom, Dean Cockerham, Ryan Callahan, Adrian Norris, Kris Steege, JP May, Brenda Cummer

Agenda

- Recap of Milestones and Exemplary Staff Award event
- Staff Handbook Updates
- July Writing Task Force

Minutes

Agenda.Item;Milestones.Event

The Milestones Event went well. Thank you to everyone who attended and volunteered for the event greeting and directing attendees.

Agenda.Item;Staff.Handbook.Updates

Jamie Holloway presented Human Resources' work on updates to the Staff Handbook. The Staff Handbook received a free compliance review from an external company, and they were able to provide feedback on newer legislation that had not been enacted in previous versions of the handbook. The working document of the Staff Handbook was shared with the Staff Council via Teams on June 11, and members were encouraged by Jamie to continue providing feedback on the document directly. HR hopes to continue fine tuning the document through the summer before submitting it to the Senior Leadership Team and having it approved and posted by September 1st.

Jamie walked SC through several new and updated sections of the handbook including the inclusion of a religious accommodations and pregnant workers accommodations sections, a newly added dress code, the addition of an "electronic device usage" section, and minor changes to the tuition remission and tuition exchange programs. Additional changes or removal of the diversity vision statement are still being checked for compliance with recent legislation.

Additionally, the external review recommended the addition of a social media policy and information about COBRA Insurance. HR also intends to further clarify the worker's compensation section.

Upon opening the conversation up to feedback, further suggestions were proposed and deeper discussion was held particularly regarding the wording of the new dress code as well as the sections on conflict of interest and outside employment.

Staff Council is encouraged to continue providing feedback to the Staff Handbook working document directly.

Agenda.ItemçJuly.Writing.Task.Force

As Staff Council will not be meeting in July, Joy asked for volunteers for a writing task force in the month of July. The task force will focus on honing the current goals, membership seats and expectations, and annual events of SC. If you are interested in being a part of this team, contact Joy directly.

Previous.Agenda.Items.to.Return.toç

- Four-day work week policy suggestion
- Fall event(s) ideas