

Staff Council Meeting

April 16, 2026
1:00 PM

Attendees: Joy Skinner, Kay Grigsby, Abbie Raum, Beth Sinnwell, Dean Cockerham, Ryan Callahan, Kris Steege, Steph Key, Amy Tucker, Bethany Myers, Ann Wrede, Jamie Holloway

Not Present: Adrian Norris, Amy Wilson, Lindsey Leonard

Agenda

- Final 27-28 Holiday Calendar Feedback
- OK/Mental Health Action Day
- Staff Council Spotlight
- Ride Share Program
- Staff Council Membership timeline - discussion

Announcements

- Senior Leadership Team, Faculty Council, Staff Council meeting will be held on March 31 at 3:00 in the Castle Room

Minutes

Open Discussion: Feedback on SLT/SC/FC Meeting

It was put forward that the discussion related to the strategic plan on March 31 would have been more useful and productive if we had been given the topic or questions in advance. As we are supposed to represent the voices of our departments, it is important that we are able to either explicitly solicit or at least reflect on the goals of or impacts to our departments in these types of discussions.

This feedback will be forwarded to SLT.

Open Discussion: Feedback on Awards Event

The awards event went smoothly and was very nice. However, since this event was not open to the whole campus community, and the winners of the Exemplary Staff Awards were not explicitly announced to the campus, very few people were aware that the awardees were being honored. We will need to brainstorm how to highlight the award winners and their achievements to the staff in coming years.

Agenda Item: Final 27-28 Holiday Calendar Feedback

As in the last meeting, it was posed how the suggested holiday calendar would be impacted by future decisions on the new calendar schedule. Jamie was able to clarify that she had sent the suggested holiday calendar to Zak Montgomery, head of the calendar committee, and he saw no issues. However, if we continue with a calendar that includes Labor Day, the holiday will be added to the holiday calendar as an additional holiday, not as a replacement for another holiday.

Jamie also clarified that it would be best to solicit feedback from our departments on the calendar during the feedback period rather than once it has been approved by SLT.

This holiday calendar will now be submitted to SLT for approval.

Agenda Item: Okay/Mental Health Action Day

May is Mental Health Awareness Month, and as in years past, various campus groups and departments will be celebrating by raising awareness. The state of Iowa has provided a toolkit which includes optional branding and signage. Student Life and Counseling Services are planning to be involved with events and materials.

Ideas for Staff Council promotion include wearing green on May 13, which will be added to the campus calendar, and promoting the Employee Assistance Program (EAP). It was suggested that Staff Council put an announcement in the Juice for everyone to wear green on May 13 and to possibly link to EAP or state suggested resources.

There has been ongoing concern about using the Juice for Staff Council promotion as it should be used for “singular announcements, calendar items, and other non-urgent information of interest to the campus community” and could easily become cluttered.

Agenda Item: Staff Council Spotlight

Several months ago, Steph Key brought up the idea of creating a regular written piece by Staff Council to highlight things happening around campus for employees that may not be well known. For instance, Taco Tuesday at the Zesty Orange, Mensa to-go containers, highlighting or congratulating staff awards or accomplishments, etc.

A major concern with the idea was where and how to disperse it. It is inappropriate for The Juice. It could be put on the Staff Council page, but that page has little to no regular traffic outside of Staff Council. We could potentially start it as a Staff Council newsletter or as a column in the HR newsletter, which is quarterly. It was also suggested that we consider appointing a committee or a specific person for the task if we move forward with the idea.

Agenda Item: Ride Share Program

Kay Grigsby proposed the idea of organizing a ride share program for campus employees to encourage environmental sustainability and help employees save money on gas during the current cost increase.

Jamie raised the concern that it could not be a Wartburg sponsored program due to liability concerns. A spreadsheet or questionnaire could be started, and then individual employee planning and action could go from there. There was general interest in the idea but lack of knowledge on how to start the process.

Previous Agenda Items to Return to:

- Staff Council membership timeline
- New Staff Council co-chairs and restructuring
- Staff Council Spotlight
- Ride Share Program
- Four-day work week policy suggestion