



All-Staff Meeting Minutes, August 30, 2018

- I. Introduction (Eric)
- II. Mission Minute (Logan Vess)
- III. Provost Update (Emily Butler)
  - A. Cmte formed early in the summer, lots has been happening recently
  - B. Working with Isaacson Miller (search firm)
  - C. November - will invite folks for airport interviews in December, looking at January for finalist interviews and February for an outcome.
  - D. Will have some forums on campus for feedback, including an online form.
  - E. There will be webpage for the search soon.
- IV. HR Update (Jennifer Rick)
  - A. North Coast 99 winner - attract and retain top talent, professional development, awards and culture
  - B. Performance Management process (evaluations)
    1. Exempt status forms available from 8.15 to 10.31 (this is part of an entire powerpoint).
    2. Non-exempt staff - employee's university anniversary date
      - a) 40 day window on this process
    3. Steps to the Process (powerpoint slide)
    4. What's New?
      - a) Leadership competencies (only for supervisors)
      - b) HR will review ratings that are "Does not meet expectation" - the lowest rating, as an overall rating, not as individual line items
    5. For issues with OnBase, the software program, contact Jim Kohan
      - a) Use full email address as username
      - b) First time users - password is Banner ID until you reset it
      - c) Save often! Every 20 minutes, unsaved data is lost.
  - C. Policy Update
    1. Staff Vacation Policy
      - a) Will be up for review soon
      - b) Responding to some changes that were made during 2017 restructuring

- 2. Travel Policy
      - a) Supervisory approval is the key point here
    - 3. Lactation Accommodation
      - a) Reach out to HR for more information
    - 4. Tobacco Free Campus Policy
  - D. Compensation Study
    - 1. Currently soliciting proposals from firms to review compensation related provisions
  - E. Benefits Fair and Open Enrollment
    - 1. Benefits fair October 25, 9-1
      - a) Free flu shots
    - 2. October 29 - November 9 is Open Enrollment
  - F. HRIS Updates
    - 1. Working on employee onboarding
    - 2. Banner 9 updates creating opportunity to clean up employee data
    - 3. Conflict of Interest - process will be conducted online in November
  - G. Several upcoming HR training series offerings
- V. Staff Council Endorsement of Staff Leave Changes (Eric)
  - A. Endorsed the change
  - B. Offered some suggestions
    - 1. How to better recognize staff community
    - 2. How does prior service relate to leave?
    - 3. How would change affect morale of non-exempt staff colleagues?
- VI. Staff Council Priorities 2018/19 (Eric)
  - A. Goal 1: Identify and clarify the relationship with the Senior Leadership Team
    - 1. Question: Brian Hurd - where is the relationship now? Answer: Vast improvement with relationship and communication. More involvement at SC programs, provided support for awards at end of last year. Met with Dennis this week, good open and honest conversation.
  - B. Goal 2: Prioritize areas of advocacy for members of our Staff Community and work towards addressing these needs.
  - C. Goal 3: Continue to build on the success of previous Staff Council community building, networking and recognition initiatives.
  - D. Goal 4: Establish working relationships with Faculty Council and Student Union.
- VII. Communication & Assessment (Eric filling in for John Ambrose)
  - A. Assessment report on the website
  - B. Questions or comments on the feedback form online or via email
  - C. Staff Council Priorities will be added to SC website
- VIII. Community Building & Networking (Lisa Ramsey)
  - A. Shoutout to committee
  - B. Continuing signature events
  - C. Various calendared dates coming up
  - D. Death by chocolate event coming in Spring

- IX. Membership, Governance and Finance (Brendan Dolan)
  - A. Doing budget requests and allocations
  - B. Annual review of bylaws and constitutions
  - C. Beginning prep for elections
- X. Mission and Advocacy (Brandi Mandzak)
  - A. Campus colleague program
    - 1. Sixteen colleagues since June
  - B. Listening sessions upcoming, will be announced in the next month
  - C. Focusing on advocacy for the coming year
- XI. Recognition (Salo Rodezno)
  - A. Work anniversary notes on the way
  - B. Creation of staff notes (similar to faculty notes) - for full and part-time staff to highlight accomplishments and news, such as promotions, conference presentations, service work or contributions to the University.
    - 1. Want to help?
- XII. Employee Resource Groups (ERGs) - Eddie Carreon
  - A. Intro to ERGs
  - B. Overview of ERGs
- XIII. Upcoming SC calendar (already online)
- XIV. Blue/Gold Day Reminder
- XV. Playhouse Sale Corporate Pre-Sale
- XVI. Open Forum/Questions:
  - A. Brian Hurd: Distracted driver/pedestrian campaign
  - B. John Brautigam: ERG co-facilitators are needed
  - C. Salo Rodezno: Any new ERGs?
    - 1. Eddie: Yes. Looking to establish groups if there is a need.