

Staff Council Meeting

Minutes for August 5, 2021

Call to order – 3:03pm

Chair Darryl Clausell called the meeting to order.

Roll Call

Sector Representatives: Darryl Clausell, Hilary Curto Wilson, Tricia Marker, Rita Lyons, Margaret DeCola, Scott Montgomery, Stephanie Cunningham, Lisa Baker, Dan McClure, Matt Thorn, Thomas Queen, Bob Gibb, Regan Blaha
Absent: Brianna Hickman (excused), Jenna Derrico (excused)

May 27, 2021 Approval of Minutes

Tricia Marker motioned, Rita Lyons seconded

Strategic Plan Draft

Staff need to establish most important components, update or establish the following:

- Merit System Committee
 - Goals and Objectives
 - Need to come up with processes and standardized goals to work toward
- Evaluation Process Committee
 - Goals and Objectives
 - Having review of goals and job duties from past year to discuss and look at for evaluation
 - Documentation – if employee is doing well and meeting requirements of their job, it is simply noted on their evaluation – no reward or anything to work toward / if NOT doing well and meeting requirements of their job, there are consequences – employee is put on improvement plan
 - Evaluation process needed that has a merit system – Do well: no consequences – Do poorly: consequences - need a standardized process put in place for all staff
- Compensation/Classification Committee
 - Goals and Objectives
 - Classification and Compensation Committee existed, but became inactive
 - Making decisions for entire staff assembly, documentation of what committee should be doing (and receiving training for this committee)
 - Person leaving, needs a succession plan
 - Enrollment – how we can improve and help
 - Enrollment makes a difference for our salaries, raises, merit, etc. Needs to be part of our discussion and part of plan
 - 10 different compensation standards that are supposed to be looked at: Merit, Pay, Market Scale, etc.

Motion made to work toward establishing Staff Strategic Plan and Merit system.

Margaret DeCola motioned, Tricia Marker Seconded

Presentation to the Board by Staff Council resident on Feb.24, 2022 at 5:00 PM

- Last year presentation was more generalized overview and based on staff as a whole and who we are
- This year would like to be more of what we actually do as staff
 - Statistics
 - More in-depth information
 - Specifics on goals
 - Our desire to gain success for the college

Update of sector groups and outreach

- 4 Classifications – Sector Reps will reach out to their sectors to communicate information
 - Designated person of each sector to email information
- Chair has established good communication with HR and President
- Will continue to share and ask any questions or mention any comments that staff wants
- When we go for Strategic Plan need to come as a group
- Lack of interest in the past has left only a few speaking
- Must show our unity and involvement moving forward as a whole group

Filling Positions

- Vice President, Recorder
 - Tricia Marker has volunteered for Vice President
- Still need to discuss recorder if anyone has interest

Reports

ACCE Report – no report

BOG Report – BOG Rep will be attending first BOG meeting of the new fiscal year Aug. 26

Sector Rep Reports – No reports

Committee Reports – no reports

- Plan on sending reports out prior to meetings, so then can be discussed any questions or comments during actual meeting if needed.
- Need to also make sure we have staff representation on all committees – Budget, IT, etc., with person reporting back to council details and information

Call for adjournment 3:31

Margaret DeCola motioned, Stephanie Cunningham seconded