

Staff Council Meeting

April 7, 2015 (10:15 am to 11:15 am)

1. Welcome and general comments
 - a. Staff Council President, Tim Warkentin, opened the Staff Council meeting by welcoming everyone to the meeting.
 - b. Tim Warkentin introduced the members of the Staff Council Leadership Committee
 - i. President – Tim Warkentin
 - ii. Vice President & Enrollment Management Area Representative – Kari Meyers
 - iii. Academic Area Representative – Aaron Holmes
 - iv. Advancement Area Representative – Christy Lyman
 - v. Student Development Area Representative – Thomas Kirst
 - vi. Business Services Area Representative - Vacant
2. Aaron Holmes lead Staff Council in a group appreciation time
 - a. Aaron Holmes appreciated Harold Lund for the work he is doing in the Registrar's office, especially during the transition of staff that has happened in that area
 - b. Donna Ritchie appreciated Ericka Jones for helping her with a potential graduate student when a counselor was not available
 - c. CherylN Chairez appreciated the staff in the Education office, (Hillary Bingham, Georgia MacMillian, and Julie Crummet) for their support of the Education students and all their hard work
 - d. Caleb Szymanski appreciated the Finance office for their help with payments from Conference Services, as well as paying employees. He also appreciated Donna Ritchie for her help with taking payments for Conference Services
 - e. Lynn Osa appreciated Kelly Warner and Aaron Holmes for their help during the transition in the Academic Success Center
 - f. Don Merrill appreciated Candace Brown in Marketing for outstanding proof reading abilities and helping him in this area. He also appreciated Martha McCoy for being a great co-worker and making his job wonderful
 - g. Tim Warkentin appreciated all his staff in Enrollment Management for their hard work and team work
3. Tim Warkentin reviewed what the Staff Council Leadership Committee has been up to for the past few months. He noted that due to the compressed time frame that the SCLC was working under, they were not able to have any flashy initiatives, but rather, has some small gains.
4. Announcements were given:
 - a. Staff Council Webpage: Kari Meyers gave an overview of the new Staff Council Webpage (www.simpsonu.edu/staffcouncil). Also business size cards were handed out with the staff council email (staffcouncil@simpsonu.edu) and the webpage URL for all staff members to have when they want to make contact with the SCLC for input, comment, complaint, etc.
 - b. All Staff Potluck: Tim Warkentin introduced the All Staff Potluck to staff. The event will take place on May 18th from 12:00 to 1:30. This will be a barbeque event with Robin

Dummer (Interim President) providing the meat and the administration help with cooking/serving. Tim noted that we will be asking each area to provide a specific portion of the meal, such as dessert, sides, drinks, etc. A signup sheet will be sent around to each area for signups within the next week or so.

- c. Subcommittees: Aaron Holmes presented the idea of sub-committees to the staff. There are options for staff to create, lead, and/or participate on sub-committees of their interest. Aaron will be sending out more information on sub-committees as the idea is refined. Any active sub-committees will be listed on the Staff Council webpage. Aaron gave some examples, such as, a sub-committee that would work with Human Resources on professional development opportunities. Aaron had the staff brainstorm some ideas for sub-committees, which were:
 - i. Leadership development
 - ii. Campus life activities
 - iii. Financial planning
 - iv. Merit based compensation
 - v. Health/Fitness lifestyle (relation to work)
 - d. Fall Orientation: Ericka Jones presented her plan for staff involvement in fall Orientation. Her desire is for Simpson to deliver on the promise we have made to our students. In order to do this she needs the staff to get involved to help make Orientation special for our new students. She asked that staff consider the ways that they can help, such as, helping to move in new students to the dorms or having a department social during the weekend where students can visit the office to meet the staff and socially engage with them. Ericka will be sending out a signup sheet with various areas that staff can be involved.
5. Tim Warkentin informed the staff about the upcoming Staff Council Leadership Committee elections. The following benchmark dates were given:
- a. Nominations for office – 04/07/15 to 04/21/15
 - b. Elections for office – 04/22/15 to 05/12/15
 - c. Announcement of new SCLC members – 05/15/15
6. A time for questions took place. The following questions were asked:
- a. A desire for staff photos to be available to staff was requested. The SCLC will look into this matter and see what can be done to accommodate this request with the help of Marketing and IT
 - b. A desire for a paper staff extension list was requested and/or a way to house the extension in google. SCLC will follow up with Ericka Jones on how to enter the information in google and will send out instructions to staff if this is a viable option. Also, SCLC will work with Human Resources and IT to see if a paper list is an option
 - c. An inquiry about the potential for longer than 1 year terms for SCLC members was made. Kari Meyers and Tim Warkentin communicated that the current SCLC members have discussed the potential for a change to a rotating 2 year term for the SCLC members, but that it was not something that could be decided and implemented during the current term, but will be passed on to the next SCLC to move forward on.
 - d. An update on the status of the potential for a staff lounge was requested. Tim Warkentin noted that while the SCLC had hoped to gain some traction in this area, due to the

complicated nature of the situation, no movement was able to take place. He did note that there is good discussion about this option happening, but there are complications with space resourcing at the moment