

## 8/8/13 - Staff Council Meeting Minutes

Thank you to all who were able to make it to one of this week's Staff Council meetings. If you were unable to attend, here are some of the points we covered:

\* The new Staff Council Leadership Committee (SCLC) was introduced, and our vision for this upcoming year was shared. We wish to voice the ideas and concerns of the Staff Council to the appropriate channels, and to find unique and constructive ways to grow in our Simpson Community.

\* We played a fun game in groups, styled after Boggle, and got to know some new faces that we don't see everyday. Congrats to the winning teams!

\* The revised Staff Council Charter was reviewed and voted in unanimously. The next step will be to forward the new Charter to Cabinet for approval. If you would like to receive another copy of the Charter, please let me know and I will send an electronic copy to you.

\* We introduced the newly hired staff and welcomed them to our Simpson family.

\* Jeremy Ashbee from Campus Safety gave a presentation on "Code Hawkeye" initiatives on campus. When feeling uncomfortable or suspicious, you need to notify Campus Safety, making sure to state your name and location, and they will make sure to come by. Example: Dial 2911 from any campus phone, "This is Shellie in the ASC. Is *Professor Hawkeye* still in his office?" Using "Hawkeye" in any context will inform Campus Safety that you need assistance.

\* Dannielle reviewed the results of the surveys the Staff participated in this summer to help the SCLC set goals and priorities for the upcoming year. Included were Progressive Incentives and the EDTG Benefit for Part Time staff. The latter is being re-submitted to Cabinet later this month, and the SCLC will give you an update as soon as we hear from Robin Dummer.

\*Robin shared his vision and support for the Staff Council at Thursday's meeting, agreeing to help bring professional development and additional information regarding incentives when available.

\*Some very good ideas came from the Staff Members who attended the meeting, with regards to additional ideas to support Simpson Staff:

- We should have a Staff Directory with photos so that faculty and staff can put a face with a name.
- At each SC meeting, 2-3 different departments should be highlighted so people can have a better idea of who works where and what that office function is on campus. There is a lot we do that doesn't get publicly

divulged!

- Robin would like the SCLC to come up with another survey for staff to answer about their skills, and whether or not they feel they are showcasing all they can in their current positions. Many Staff feel they could be utilized in different ways that are new to their role on campus.
- There should be a staff-wide email that highlights the accomplishments (e.g. Certification, new degrees earned, babies born, etc) to lift up our co-workers' accomplishments. Dannielle will double-check the protocol on mass emails and consider this option.
- The door knobs in Grubbs were supposed to be changed so that they could lock from the inside, without opening the door. Kelly Bartaldo shared that Rodney Hopman recently went through certification in Locks and Doors, so this will be a step forward.

As always, the SCLC would like to thank the Staff Council for all the input and encouragement you have provided us already. Please contact your Area Representative with any questions, or you can email the entire SCLC at: [staffcouncil@simpsonu.edu](mailto:staffcouncil@simpsonu.edu).

Have a wonderful week!

Sincerely,

Shellie Camarillo  
SCLC Vice President  
[staffcouncil@simpsonu.edu](mailto:staffcouncil@simpsonu.edu)

## Staff Council Meeting

October 23 & 24, 2013

1. Opening song and prayer by Sara Lemme
2. Icebreaker by Beth Spencer to get to know our staff community
3. Mardy Phillipian spoke on Faculty governance and policies. The focus of this invitation was to enlighten staff on the position and role of faculty outside of the classroom.
  - a. Enlightened staff on the governing structure; they act in an advisory role to the Board.
  - b. While faculty does have the purview to advise the Board about renewing or not renewing the contract of the President, it certainly can't make that decision for the Board. Therefore, faculty was not responsible for the retirement of Dr. McKinney.
    - i. The Faculty took 2 years to deliberate, research and decide about the vote of No Confidence that was made public by a recent article.
  - c. Faculty meetings are monthly, with additional committees meeting additionally during the month (August – May)
    1. Faculty Personnel committee (hiring, rank, promotion)
    2. Faculty Development (\$ for trips and research)
    3. Other Advisory Committees to Campus departments
    4. Diversity Committee
    5. Etc.....
  - d. Faculty is allotted \$1,000 per year, per person for travel to conferences, and there are grants to fund travel to research libraries, but faculty must submit a proposal and application to be awarded grants.
  - e. Staff can get involved to mutually support shared goals with the faculty.
    - i. See Mardy Phillipian with an idea, and he may refer to a subcommittee or Department Chair for further
4. Joe Slavens from Student Development, joined by his Residence Life, Student Life and Student Missions team.
  - a. SBAT (Student Behavioral Alert Team) takes information about student interaction from faculty and staff to paint a picture of their current situation and finds way to aid in their success. This was largely a result of the tragedy at Virginia Tech.
    - i. To file a Student Incident Report, staff can go to [www.simpsonu.edu/studentalerts](http://www.simpsonu.edu/studentalerts)
    - ii. This is not for immediate concerns, but rather to keep on file as a reference for other departments to keep an eye on.
    - iii. Members include: Joe Slavens, Res Life; Mike Schill, Wellness; Julie Eddards, Enrollment and FYE; Beth Kurtz, Academics and Travis Osbourne, Spiritual Formation.
  - b. Commuter Life – Lori Wiggans
    - i. Supports Nursing students by providing a free meal cart everyday
    - ii. Loaner laptops are available for up to 2 hours

- iii. Commuters now have access to meal cards for the Dining Hall
    - iv. Commuter's Lounge is a good place for them to study and be together
  - c. Ana Frandsen & Christian Ostrom – Residence Halls
    - i. Staff and Faculty can adopt a floor of a Res. Hall and offer prayer, support, fun activities for the students.
  - d. Jessica Christian – Student Incident Reports, Discipline & Amnesty
    - i. Filing a Student Incident Report is similar to the SBAT report. Make sure you have a “Matthew 18” conversation with the student first before reporting.
    - ii. Amnesty – student reports on themselves and is still offered counseling, constructive help, but it is confidential and does not go to discipline.
    - iii. Discipline/Student Conduct Contracts – reported by staff, faculty or another student; a path to redemption, healing and success, but it is reported on their record.
    - iv. They are very much looking forward to the “Advocate” software that IT has put together, implementing it starting January 2014.
    - v. Staff can get involved by contacting Jessica to be a mentor for a student struggling with issues, or by joining the Student Conduct Board.
  - e. Kandice Stallcop & Dan Anderson – Spirit Club
    - i. A student club that wants to celebrate events on campus by other students (basketball players going to volleyball games, tailgating, etc.)
    - ii. Staff can ‘like’ the Simpson Spirit Club Facebook page to get updates on events
  - f. Sarah Bourns – Student Missions
    - i. Staff can get involved by mentoring a team, which can look like various levels of involvement, from fundraising to prayer meetings to going with the team on the trip itself.
- 5. Updates on SCLC initiatives:
  - a. After much time was spent by HR in researching other school programs, the EDTG Benefit for part-time staff has been approved as a 5-credit benefit for TUG and all Graduate programs, or full tuition for any ASPIRE program, starting January 2014.
  - b. Implementation meetings will take place and Staff will be given literature about how to sign up.
  - c. Staff Directory is being set up more like a Portal account; Dan from IT shared that something like this is in the works to incorporate extensions as well.
  - d. Christmas Potluck is scheduled for December 18<sup>th</sup>, and we are very much looking forward to celebrating together before the holiday vacation.
- 6. Other notes:
  - a. Reminder that Simpson concerts are free for staff and family; there is a concert this weekend, a Jazz concert November 4<sup>th</sup> and a Christmas concert December 8<sup>th</sup>.
  - b. The locks were officially installed in Grubbs. Thank you Facilities!

## SC Meeting December 3<sup>rd</sup> & 5<sup>th</sup>

1. Prayer
2. Dan Anderson - Holiday-themed question time for staff to get to know each other. We were able to share family traditions and Christmas memories with each other.
3. Sara Lemme and Kari Meyers gave comprehensive instructions about how full-time and part-time staff members can take advantage of the EDTG and 5-credit benefit. They also introduced us to the newly revised Tuition Benefit Application:
  - If you are DEGREE SEEKING – Please see Kari Meyers in Student Financial Services. She can explain what forms you need to fill out, whether for yourself or a dependent. *If you have eligibility questions please see Kori in Human Resources.* You must still apply through Admissions to the degree program you want to join. All forms and registration must be completed by March 2<sup>nd</sup> every year for the upcoming year – summer term is the beginning of the award year. You will use WebAdvisor to register yourself online.
  - If you are NON-DEGREE SEEKING – You may just want to take a course for the joy of it, and not in pursuit of a degree, please see Sara Lemme in the Registrar's office. Forms and registration is due before the last day to add the course during the term. Make sure to apply through Enrollment before giving your Tuition Benefit Application to Sara Lemme. Registrar will register you for your classes.
4. Sharon Lance from the Music department reminded us of the **complimentary** tickets to the Christmas concert this weekend. Dr. Pinkston will be joined by the Shasta Symphony and the Hand bell choir, to name a few. Tickets for staff and family can be picked up in the bookstore.
5. Beth Spencer, the Area Representative from Advancement, showed us the main departments within the Advancement office:
6. Advancement Services covers donor gift receipts (Vonnie Dodson), donor communication, student calling, Friends of Simpson Volunteers (Martha McCoy), and donor relations (Beth Spencer). University Relations, overseen by Matt Kluttz, builds Alumni, Parent and Church relationships. Christy Lyman and Stacy Burgess helps in these departments. Finally, the Marketing department handles all material disseminated online, in print, through design and social media for campus wide initiatives. The Advancement mission is broken down into three categories:
  - a. Raise resources for campus progress
  - b. Create awareness
  - c. Build RelationshipsPrayer requests from the Advancement department include continued favor with donors, endurance to meet goals by April for the Science and Nursing building, and for the student volunteers who work on the phones.
7. Dannielle reminded the Staff Council that we just started our Canned Food Drive for the Good News Rescue Mission. Please bring your canned food to your Area Representative before December 13<sup>th</sup>. The Area that collects the most weight (# of ounces, divided by # of

workers) will win a Pizza Party for their area. Also, the Staff Christmas Potluck is coming up on December 18<sup>th</sup>. Please RSVP to Mandy Williams with what you will be bringing to share. There will be door prizes and lots of fun and fellowship as we head into the holiday season.

**Staff Council Meeting**  
**February 11<sup>th</sup> & 12<sup>th</sup>, 2014**

1. Prayer and Welcome
2. Ice Breaker game to get to know each other better
3. Shannon Carpenter – The Center of Excellence for Learning Technology (CELT)
  - a. This new department aims to train and inform staff of any technological changes that are arriving at Simpson, as well as vet options & solicit opinions to offer the best service. They also want to brainstorm with staff members about how technology can be created or altered to make their jobs more efficient and/or simpler.
  - b. Opened, as of February 3<sup>rd</sup>. Hours: Monday- Thursday 8-6 and Friday 8-5
  - c. Temporarily located in the IT office
  - d. Staff: Shannon Carpenter and Justin Loh
  - e. CELT is also in charge of helping faculty with all online aspects of courses, including Moodle training for students & creating video tutorials for campus-wide use.
  - f. It is important to remember the differences between IT and CELT when questions arise:

IT	CELT
Computer Problems	Training
Password help	Classroom tech tutorials
Purchasing or downloading software	New Services/Courses
	Moodle

- g. To Reach CELT, you can email them at [CELT@simpsonu.edu](mailto:CELT@simpsonu.edu).
4. Rich Archibald – Web-Based UI Colleague (Formerly Desktop UI Datatel)
  - a. Since Ellucian bought out Datatel, and transferred their Desktop UI to Web-Based UI, all computers are ready to access Colleague without IT installing software on each computer.
  - b. Rick Archibald also walked Staff through how to toggle between student profiles and forms, and where to access shortcuts that were previously housed in the F-keys in Datatel.
  - c. Staff will also be able to add forms and profiles to their “Favorites” for quick, efficient access in the future.
  - d. The “Help” tab also offers a basic training tutorial on the new Colleague system, as well as an additional index for troubleshooting.
  - e. For more training or questions, staff can put in a ticket for IT, and the next available technician will be able to respond.
5. Sharon Lance – Music Department
  - a. “Faces of Love” concert is coming on February 28<sup>th</sup> as a benefit for Simpson Chorale program.

- b. Tickets are \$15 and include dessert and Hors d'oeuvres. A silent auction will also take place to raise support. Tickets can be purchased by calling 226-4507 or on the website: [simpsonu.edu/musicevents](http://simpsonu.edu/musicevents).
- 6. EDTG Update
  - a. SCLC was approached by a part-time 10-month employee about not being included in the benefit. Dannielle has spoken to Robin to see if we can extend the benefit to all part-time employees, including 10-month contracts, and he seems open to the idea. Staff Council will be informed if/when this passes.
- 7. Good New Rescue Mission
  - a. The GNRM was very thankful to receive out 470 pounds of food. It was a wonderful way for Simpson staff to give to our community during the holiday season.
- 8. Staff Survey from Institutional Assessment
  - a. This was mentioned by Robin Dummer in August, 2013, and the survey questions have been vetted and analyzed to make sure we are getting the right kind of data from the responses.
  - b. The goal of this survey, as requested by the President's office, is to get a scope of the morale and satisfaction of the staff, and to see where staff members feel they could additionally serve our campus.
  - c. This survey should be active no later than the first week of March
- 9. Staff Accomplishment Form
  - a. This is a nice way for staff to announce life events – children, homes, degree completion, etc – to our Staff Council. The link for this form will be attached to the SC email next week.
- 10. Nominations & Election process for Next Year
  - a. Nominations will open up in March, with voting happening in April.
  - b. Staff Council was encouraged to nominate themselves or someone who can be an asset and voice for Staff Council for next year.



# Staff Council Meeting

March 24, 2014

1. Prayer
2. Human Resources Department – Who’s Who in HR?
  - a. Kori, Dena and Kami walked the SC through the various tasks and responsibilities of their department and who to see for various questions and appointments.
  - b. Employees can also access paperless records, such as W-2’s, former paystubs and changing their W-4’s, through Employee Self-Service (ESS). Staff can email Kori and she will walk them through how to sign up.
  - c. Future goals – Training, employee wellness program, employee recognition program and a staff community lounge on campus.
3. Greg Bailey – Student Financial Services
  - a. Greg walked SC through the Federal Work Study program that allows students to earn tuition money through partnerships on and off campus.
  - b. The Federal government pays for 75% of student wages, while Simpson covers the remaining 25%.
  - c. To meet the criteria, 7% of our students enrollment must be participating in a community project that is accessible to the area. This is satisfied with a partnership with Enterprise elementary school district. Additionally, 3 students are partnering with North Valley Catholic Social Services to satisfy other requirements for the Work Study Program.
4. Jennifer Fox – WASC accreditation process
  - a. The Western Association of Schools and Colleges will be reviewing Simpson University’s accreditation application in 2015, to check for student learning outcomes and evidence that they are met.
  - b. WASC does not govern how the outcomes are met, but they do check for student success, retention rates, institutional purpose and quality assurance, to name a few.
  - c. If staff members have any questions, they can contact Ann Miller or Jennifer Fox.
5. Dr. Dummer – campus update
  - a. Dr. Dummer came for the Wednesday meeting and informed Staff Council about the new Identity Statement that is being worked through.
    - i. Questions about the former “Strategic Planning Committee” and their initiatives was answered – these six categories were positive in theory, but were not equally aligned with implementation possibilities and budgetary restraints. They are not forgotten, but will need to be reworked.
  - b. Federal Government rating and regulation will be determining funding for our institution, as well as Nursing accreditation and WASC this next year.

- c. The exception for Title IX (gender-related issued regarding bathrooms and housing, etc) has been filed.
  - d. The University is also looking at the affordability of our school's programs in relation to the expected family contribution of our current population.
- 6. SCLC Recap of this year
  - a. Charter was updated
  - b. A planning retreat was held to plan initiatives to serve the Staff Council
  - c. EDTG for Part-time employees was handed off and put into effect this year.
  - d. Veteran's Day Reception to honor our students, faculty and staff
  - e. Food Drive raised over 500 lbs of non-perishables for the Good News Rescue Mission
  - f. Staff Satisfaction Survey was generated with Julie Kremmet, as requested by Dr. Dummer.
  - g. Area Representatives also went and greeted new staff members to introduce themselves and welcome them to our community.
- 7. Nominations and Voting
  - a. The first round of nominations will come to a close on 3/31. At that time, all Staff Council will be emailed and asked for one last round of nominations by 4/9. Voting will begin 4/14.