

**Staff Council Meeting**  
**May 5, 2016**  
**11:00 pm – 12:00 pm**  
**JD Williams**

1. Welcome
  - a. Kari opened with prayer
2. Election Results
  - a. Kari announced the newly elected members of SCLC:
    - i. President – Kari Meyers
    - ii. Vice President – Jessica Christian
    - iii. ER Academics – Cassandra Heath
    - iv. ER Advancement – Karla Dillon
    - v. ER Business Services – Heidi Harris
    - vi. ER Enrollment – Darleen Rodgers
    - vii. ER Student Development – Andrew Heiligenthal
3. President – Board Report/Open Forum
  - a. Robin reported on the Board of Trustees' visit on campus this week
  - b. Robin reported on budget issues
  - c. Robin opened the floor for questions from staff
4. Updates (Kari)
  - a. Reminder to complete General Survey
  - b. Spring Picnic next week (5/11). Lunch, prizes and time for fellowship
5. Request for ways to show encouragement
  - a. Food
  - b. Listen to each other in other departments, show empathy and understanding for the pressures we each are under
  - c. All staff/faculty work day on campus (Kari asked for a show of hands who would be interested in participating and will let Robin know we would like to keep this going)
  - d. Kudos (forms in HR)
  - e. Opportunity for each department to share at Staff Council meetings
  - f. Volunteer to email a prayer to the president
6. Questions & Announcements
  - a. Kari opened the floor for questions and there weren't any.
  - b. New SCLC to organize this month
  - c. Invitation to email Staff Council with suggestions for next year
7. Meeting Adjourned

**Staff Council Meeting**  
**March 22, 2016**  
**11:00 pm – 12:00 pm**  
**JD Williams**

1. Welcome
  - a. Kari opened with a prayer.
2. Activity
  - a. Erin led an activity. Those attending broke into groups of 4-5. Each person wrote an interesting fact about themselves that no one in their group would know on an index card. One person collected the cards and read each fact out loud to the group who then had to guess which person the fact belonged to.
3. Updates
  - a. Kari gave an update on the last staff council meeting activity in which individuals wrote comments and suggestions on cards. The cards were collected and given to senior management to look over. They are still being reviewed.
4. Announcements
  - a. Cross-area Subcommittee - Hannah asked for input regarding the creation of a cross-area subcommittee. Some ideas suggested were:
    - i. Digital newsletter (Google) to be distributed campus wide on a regular basis
    - ii. Voicemail announcements
    - iii. Invite faculty to All Staff Meetings periodically to give them a chance to share with us
    - iv. Plan events to encourage and provide opportunities for campus engagement
    - v. Should the purpose of a cross-area subcommittee be to disseminate information or provide participation in activities and events?
    - vi. Kari asked for approval to move forward with the idea of forming some sort of cross-area groups and it was agreed upon by everyone present
  - b. General Survey – Hannah announced that a general survey will go out to all staff via email at the end of April. Jennifer Fox is currently finalizing questions and building the survey.
  - c. End of Year Activity – Erin asked if there was an interest to hold another end of year potluck, BBQ, movie night or some fun activity for all staff to attend. Suggestions included:
    - i. Vonnie suggested making this a family event
    - ii. Heidi suggested a picnic
    - iii. Vonnie clarified this would just be staff (not faculty)
  - d. Elections – Kari announced that it is time for electing the new SCLC members for next year.
    - i. Nominations are being accepted now until April 1.
    - ii. Elections will be held from April 11 – 22
    - iii. Kari will send reminder emails
    - iv. New SCLC members will be announced on or around May 1
5. Closing Prayer – Meeting adjourned

**Staff Council Meeting**  
**January 26, 2016**  
**11:00 a.m. – 12:00 p.m.**  
**LR-204**

1. Welcome and Introductions
  - a. Kari Meyers opened the meeting with a welcome and overview of the agenda.
  - b. Hannah Dewater led the opening prayer.
  - c. Amy Warner facilitated a time for attendees to express their appreciation for fellow staff members and departments.
  
2. Employee Group Activity
  - a. Aaron Holmes asked staff to write down one area that they feel needs to be addressed or that they deeply care about as it related to Simpson. Followed by asking they could be part of the change with that issue. The employees gathered into groups and discussed their ideas and solutions.
  - b. The cards were collected for further review and possible implementation.
  
3. Announcements
  - a. Staff Opportunity to Serve on Advisory Committee: Bev Klaiber reported on a new Stewarding Sexuality Advisory Committee. She is seeking staff to help facilitate a focus group of 6-8 students to open dialogue on issues of sexuality. Bev will send out a notice on a meeting to be held in mid-February that will provide additional information.
  - b. Kari announced that the Staff Council will hold an informational meeting on Staff Council Work Groups on Feb. 11. More details are available on the Staff Council webpage and a reminder will be sent.
  
4. Question and Answer Time
  - a. Hannah asked staff how they might feel more supported during this time at Simpson. Many staff shared ideas and words of encouragement, which were recorded and will be reviewed for follow up.
  - b. Kari encouraged staff to share with their area representatives or any Staff Council Leadership Committee member concerns or suggestions.
  
5. Kari thanked the staff for their input and closed the meeting.

**Staff Council Meeting**  
**November 24, 2015**  
**11:30 pm – 12:00 pm**  
**OC 204**

1. Welcome and Introductions
  - a. Kari opened with a prayer.
  - b. Time for honoring of staff: Open floor for staff members to recognize and express appreciation other Simpson employees
  
2. Christmas Potluck
  - a. Amy encouraged staff to attend and sign up to bring food to the staff and faculty potluck December 18. There will be a table decorating contest open for individuals and groups with prizes for the winners in three categories. Enter the contest and find instructions on the google drive, or email staff council or representative.
  
3. Subcommittees
  - a. Aaron gave an update on the progress of subcommittees. The goal of establishing subcommittees is to create opportunities for staff to engage in discussion and the development of area of interest while enhancing the culture at Simpson University. Applications are available for groups of 4 or more staff members who are interested in forming a subcommittee. Aaron reminded us that subcommittees are a great way to make positive changes on campus.
  - b. Aaron will chair a short-term subcommittee to start the conversation about professional development – assess the need, define what is, and establish a plan. Anyone who is interested in joining this subcommittee should contact him.
  - c. SCLC is planning a subcommittee workshop where staff members can brainstorm ideas for subcommittees, learn how to get involved and find others who share similar interests/concerns.
  - d. Prayer Chain – Shannon Carpenter will be starting a prayer-chain subcommittee and asked if anyone was interested in joining her.
  
4. Staff Council Webpage
  - a. Kari reminded staff that SC has a webpage where staff members can find the mission statement, charter, SCLC members, minutes, meeting schedule, upcoming events, and subcommittee information. There is also a link to make a suggestion.
  
5. Closing Remarks
  - a. A request for future Staff Council meetings to be sent via calendar invite was made and approved.
  
6. Closing Prayer
  - a. Aaron led a prayer for Glee Brooks who is receiving medical treatment.

## **Staff Council Meeting – Thursday 24 2015 at 11:30am in OC 204**

1. Kari Meyers, Staff Council President, welcomed staff and opened the meeting in prayer at 11:35 am.
2. Announcements were made:
  - a. Community clean-up day (October 3, 2015) - Kari appealed to staff to sign up for this event. She also shared the details about the event. It starts at 7:30am and lasts until 12:00 pm. Meet at the cross on the Simpson University campus. Transportation will be provided is needed. Activity will take place at Carter Creek. Karen Capfer shared details of what could be expected for work and what to wear (long sleeves, long pants, gloves, etc). A signup sheet was made available by Tara Sturges.
  - b. Community Lounge clean-up – Kari appealed to staff to assist in the cleaning up of the Community Lounge and passed around a sign-up sheet.
  - c. Communication Survey – Kari announced the release of new survey by the Staff Council Leadership Committee dealing with communication within departments. She outlined the rationale for sending out the survey, which includes a desire to see if this is an area that needs to be addressed by departments or if we have no issues in this area. She noted that an email with the survey will be sent out on Friday.
3. Wellness Center Trainings and Surveys – Bev Klaiber addressed the staff about different opportunities for staff “wellness” and improvement. She announced that a three question survey pertaining to this area would be sent out in the future to ascertain what are the staff needs and interests. She will use the survey to guide her in deciding what would best benefit the staff.
4. Sub-Committees – Aaron Holmes addressed the staff about the opportunity to start a subcommittee. He made available the application packet. He fielded some questions regarding purpose and examples of a sub-committee. Staff showed interest and a number of people took application packets.
5. Budget Discussion - Dr. Robin Dummer addressed the staff regarding the current budget situation. He outlined the different strategies implemented to address the 1.5 million dollar shortfall for this year. He noted that an email is to be released this week to inform all staff of the steps taken and plans for the future.
6. Kari opened the floor for questions. No questions were asked.
7. A time of staff appreciation took place.
8. The meeting was closed at 12:15 pm

**Staff Council Meeting**  
**(July 14, 2015, 1:00 pm – 2:00 pm)**  
**LR204**

1. Welcome and Introductions
  - a. Kari Meyers opened Staff Council meeting at 1:05 pm with prayer.
  - b. Self-introductions by Staff Council Leadership Committee members
    - i. Kari Meyers – President
    - ii. Aaron Holmes – Academic Area Representative
    - iii. Amy Kessinger – Enrollment Area Representative
    - iv. Erin Andrade – Vice President
    - v. Heidi Harris – Business Services Area Representative
    - vi. Karla Dillon – Advancement Area Representative
  - c. Kari led a time of staff appreciation and opened the floor for staff members to recognize and appreciation other Simpson employees
2. Announcements
  - a. Kari announced that Staff Council meetings will be held every other month, with the next meeting to take place at the end of September.
3. Projects & Priorities for 2015 – 2106
  - a. Subcommittees – Aaron Holmes gave an update on the progress of subcommittees. The goal of establishing subcommittees is to create opportunities for staff to engage in discussion and the development of areas of interest, while enhancing the culture at Simpson University. An application is in the process of being finalized and input is welcome. Aaron called for ideas and suggestions for subcommittees to be emailed to [staffcouncil@simpsonu.edu](mailto:staffcouncil@simpsonu.edu). Aaron will chair a subcommittee for professional development and encouraged anyone who is interested in joining this subcommittee to contact him.
  - b. Surveys – Kari announced two surveys in development. A survey on communication will go out to all staff before the next Staff Council meeting. A general survey is being prepared and will be sent out at the beginning of each Staff Council year, in May. Kari encouraged staff to participate in the survey, noting that all feedback is valuable and needed, even if tangible actions from SCLC as a result from the feedback may not be immediately apparent.
  - c. Prayer Chain – Kari spoke about a request to establish a prayer chain or a place where staff members can submit and receive prayer requests. She asked for volunteers to help set up and monitor a closed Facebook group. If anyone has a heart for starting a prayer chain, he/she should email Kari.
  - d. Staff Lounge – The demand for staff lounge is recognized, but no plans are in progress for creating one because there is not space available at this time.
4. Human Resources Update
  - a. HR handed out copies of the memo that was emailed to employees on 5/1/2015 regarding changes to vacation time, sick time, and paid holidays. Kori clarified the new policies addressed in the memo for accruing vacation and sick time that will go into effect on 10/1/2015 and 10/1/2016 and opened the floor for questions.
  - b. Kori handed out Kudos slips and encouraged everyone to fill one out for staff members who deserve praise and recognition.
5. Closing Remarks
  - a. Kari closed with a brief opportunity for questions. It was asked if there was a schedule in place or a way to create one for cleaning the community lounge. Kari responded that there is no schedule in place and encouraged each person to take it upon him/herself to help keep the area clean.

- b. Kari reminded everyone to email [staffcouncil@simpsonu.edu](mailto:staffcouncil@simpsonu.edu) or an Area Representative with any questions or concerns. The meeting was adjourned at 1:50 pm.