

Staff Council Meeting Minutes

May 4, 2017

1. Welcome/Prayer – Kari
2. Announcements - Kari
 - a. New employees
 - i. Leslie Rogers, Adult studies admissions recruiter
 - ii. Ken, Regional Development Officer
 - iii. New title – Justin Spears, Director of Veteran’s Success Center
 - b. Potato bar Potluck
 - i. Tentatively scheduled for May 19 or 25th, most likely 25th
 - ii. Sign-up sheet to be distributed when date finalized
 - c. Elections for President and Vice President open
 - d. Strategic Enrollment Update – Dustin Lowe
 - i. Renewing plan
 - ii. Committee established
 - iii. SWOT analysis completed (included staff, faculty and deans)
 - iv. Vision Statement drafted
 - v. Goals drafted under strategic initiatives of growing enrollment
 1. Strategic financial aid awarding (with Noel Levitz)
 2. Looking at drop in students outside nursing and athletics (Noel-Levitz)
 3. Church relations – rebuild relationships with youth groups
 - a. Pastors on campus teaching
 - b. Fee waiver – resulted in double size of spring preview weekend
 4. Unique goal for non-traditional: expand/off-campus sites (long-term)
 5. Coordinating communication with marketing, etc.
 6. Training and goal setting for admissions staff
 - e. Questions –
 - i. Will we get regular updates? Yes, will be update in Sept when operational plans are set and when plan final
 - ii. Church Relations position? It was advertised, but frozen until determination of funds available. May be possible through personal donation of board member
 - iii. Enrollment for FA17: Projected to have estimated 215 new and are about 35 students below budget for returning students. Many students are eligible to attend, but on fence. Pray
 - iv. How is communication about accreditation occurring? Mostly those aware are local students. It is being addressed as issue arises. Updates from president will be distributed to concerned parties (including those eligible to register) – next will be after May 24 meeting

Staff Council Meeting Minutes 3/30/17

1. Welcome/Prayer – Kari
2. Area Updates
 - a. Advancement – Karla Dillon
 - i. Preparing trustees reports
 - ii. Upcoming Events: Business Luncheon, Senior Banquet
 - iii. Lisa Neal has new position title: Alumni & Events Coordinator
 - b. Academics – Cassandra Heath
 - i. Registration is open for fall
 - ii. Graduation is next month- expecting 200 graduates; pray for sun
 - iii. New event: Grad Finale for juniors & seniors- April 10; 9-noon. Dutch Bros will be on campus, available to all.
 - c. Business Services – Heidi Harris
 - i. Bethany Davis, new in SFS
 - ii. Fiscal year end is April
 - iii. New policy implemented for purchasing
 - iv. Facilities busy repairing and replacing
 - d. Enrollment – Darleen Rodgers
 - i. Adult/Grad programs on target for summer enrollment; MACP projected to reach largest cohort in program history
 - ii. TUG – Spring Preview is this weekend
 - iii. New CRM being implemented: Target X – June
 - iv. Strategic Enrollment Management Plan: Goals are related to communication/marketing, church relations& professional development
 - v. Financial Aid structure is under review for fall 2018 implementation
 - e. Student Development – Mark Endraske
 - i. Nitelife tomorrow
 - ii. Lake day – end of term event
 - iii. Summer housing apps open for students- see SD
 - iv. Basketball coach; 150 to 2 candidates coming to campus this week
 - v. April golf tournament rescheduled to July due to course flooding
 - vi. Red Hawk Ride – April 8. Participate or volunteer
 - vii. Staff-Faculty Basketball game upcoming
 - viii. Student leader events upcoming
 - ix. 2 teams went on missions trips during spring break
3. Staff Lounge update- Kari Meyers
 - a. Still a work in progress
 - b. President noted that patio outside President’s office can be used if no meeting, just see Regina
4. Charter change: In progress; waiting for full cabinet approval. Once changes are accepted, nomination process will begin. Think about who to nominate for president/vice president
5. Dates for Event
 - a. Yes have food event
 - b. May (unanimous) – mid-to end of May is preferable
6. Questions/other
 - a. Kori announced new hire: Ellie Groteleuschen, HR Coordinator

Staff Council Meeting Minutes, January 26, 2017

1. Welcome/prayer – Kari
2. Presidential update
 - a. WASC team report received in January; response submitted Wednesday; panel review and official WASC action Feb 16/17.
 - b. Budget – currently 70k in red; projected 300k in red. In last month had 100k in savings from health insurance; life estate sold, expecting funds from that (unknown amt).
 - c. 2017 budget – based on 600 TUG enrollment. Non-traditional enrollment important for summer to be off to good start. Moving toward zero-based budgeting – prioritizing expenses after fixed costs
 - d. Strategic planning – planning process starting again. Goal to get final Strategic Plan 2017-2021 to board of trustees for approval Oct 2017.
3. Area updates
 - a. Academics, Cassandra. Just finished winter commencement and already gearing up for spring commencement. Two new faculty started this spring.
 - b. Enrollment, Darlene. Enrollment for 2016-17 is up 7%; 2nd annual TUG scholarship weekend is approaching; Strategic Enrollment Management Plan in development – goals to be presented to staff in May;
ADD'L: Kudos forms are available to give recognition to co-workers.
 - c. Student Development, Andrew. (Likes to be laughed at). Student leadership applications are coming in; New sign post indicated areas of world serve installed as reminder we are about service and to pray; New employees in ASC & athletics; Exposure will be at Cascade theatre, ticket available in SGO; student activity of climb night at Shasta Rock Club upcoming, Red Hawk Ride in April, encourage participation;
ADD'L: Planning prayer time during lunch hour in early February where staff can come and go to worship and pray
 - d. Business Services, Kari. HR will be needing new employee as Dena is moving to Nursing; Bookstore manager resigned and new manager should arrive soon; Area community update in February
 - e. Advancement, Karla. (likes interaction) Martha McCoy moving to SoCal. Alumni Directory data still being compiled. Contact Karla if have change and don't want to call number on card. Praise concert upcoming, free tickets available, but must have ticket, will sell out.
4. Staff Lounge – Kari/Cassandra. In discussion with student engagement and facilities. Looking at various possibilities. Hopeful some action will be taken, as early as this summer, but maybe not for a couple years.
5. Staff event in May – Possibilities: another potluck or off-campus activity such as bowling or renting out theatre at dollar theatre. Activity would be free to staff, any concessions would be on staff. Open for other ideas. Caveat: activity budget is \$400. Most staff in attendance seems to prefer idea of activity over potluck.
6. Charter review & vote. See handout for exact changes. Two year term, alternating SCLC Pres/VP and area representatives. Reason: continuity and ability to accomplish more. Question: term limits: not reasonable at this time due to lack of interest in staff serving on leadership team. All in attendance (33) voted yes to the change.
7. Spontaneous Kudos – Nurse Teri Sabers for putting on yoga class. 40 people in attendance first day. Teri responded she wants to be able to serve staff and visit each office to help with ergonomics or other health issues. If anyone has a request or question, best to email her as only works 20 hr/wk.

Staff Council Meeting Minutes
November 29, 2016

- 1) Welcome & Prayer (Kari)
- 2) Announcements
 - a. Potluck - Wednesday Dec 14th; Sign-up with area rep (Karla)
 - b. Survey upcoming regarding possible Staff Lounge usage (Cassandra)
 - c. Steps Challenge from break- submit to Jennifer (Jennifer)
- 3) Area updates
 - a. Enrl Mngt/Darlene – upcoming deadlines for financial aid; two new employees
 - b. Business Serv/Kari -
 - c. Academics/Cassandra – Registration for spring in process
 - d. Student Development/Kari -
 - e. Advancement/Karla -
- 4) Praise – From Staff Council Leadership & from representative area – person or office
- 5) Charter (Kari)
 - a. We will be updating this. Would love input from the staff. Staff Council will approve any changes before taking to cabinet. Email suggestions to staffcouncil@simpsonu.edu
 - b. Currently looking at two year terms where Pres/VP are elected together, and area representatives are elected together, but in alternating years.
 - c. Adjustment to be made to section on election process – if no nominations.
 - d. Will be looking at other schools charters for guidance.
- 6) WASC Report Update (Jennifer)
- 7) Q&A - no questions

Staff Council Meeting
September 28, 2016
3:15 – 4:15 pm
OC 204

1. Welcome and Introductions
 - a. Cassandra Heath, Academics Representative, opened with prayer.
2. New hires were introduced:
 - a. Academics: Jackie LeTourneau – Academic Advisor
 - b. Student Financial Services: Kelsey Delanoy – Financial Aid Coordinator
 - c. Student Development: Nicole Pringle – WorldSERVE Assistant, Justin Spears – Veterans Services Coordinator
3. Announcement about lack of response for VP of Staff Council Leadership Committee. Request for others to consider nominating for the position.
4. Praise Time – Kudos were read and handed out
5. WSCUC joined us for the remainder of the meeting and asked questions related to Staff morale and state of school.
6. Meeting adjourned at 4:15.

Staff Council Meeting
July 26, 2016
11:00 pm – 12:00 pm
LR 204

1. Welcome and Introductions
 - a. Kari Meyers opened with a prayer.
2. Karla Dillon led the group through an icebreaker called “Why do you care?” which allowed each staff member to share why they care about working at Simpson. This icebreaker was used to help each staff member to create their story to share in the community.
3. Each area representative shared the encouragement and praise that was received for members of their area. Kudos sheets were given to each person who received a praise from another staff member.
4. Area updates were given by each area representative. The Enrollment update was given by Dustin Lowe and Student Development’s update was given by Kari Meyers.
5. Kari Meyers gave a thank you to the group for taking the general survey given in May. She also let everyone know that the results were ready and gave a copy of some of the most pertinent data to the group. She noted that 77 people started the survey and 68 people completed the survey. She let others know that if they wanted more information about the results to contact SCLC at staffcouncil@simpsonu.edu.
6. Kari handed out a copy of the mission, vision, identity, core values, and motto of Simpson University. She let everyone know this will be something SCLC will try to incorporate into the work of Staff Council this year. She noted that the SCLC had met with Robin Dummer to go over his interpretation of these statements and shared his vision for an enduring commitment where we need to hit the four A’s: Affordable, Accessible, Achievable, and Applicable. Kari also mentioned to the staff that there is opportunity for revising or clarifying these statements and that the staff could ask for this by contacting the president’s office. Dustin Lowe noted that we need to have a focus on “each” student.
7. Meeting adjourned
8. Next meeting: September 28, 2016 at 3 pm in OC 204. WASC will be present at this meeting to talk with staff during their visit to campus.