

A&S Staff Council Meeting

December 14th, 2023 202 Patterson Office Tower @ 11 AM

1. Welcome/Introductions/Review of previous month's minutes (2 minutes)

- Attendance: Joseph Wiley (Chair), Katia Davis (Recording Scribe), Melanie Esterline, Taylor Kincaid, Spencer Krenke, Colleen Knight, Teresa Smith, Dean Ana Franco-Watkins
- Absent: Kristina Morgan (Vice-Chair), Miguel Prieto-Valle, Melissa Cowan, Eleazar Wilson
- Dean attended meeting from 11-11:30.
- Taylor motioned to approve November minutes; Mel seconded.

2. Discussion with the Dean Update (40 minutes)

- Katia said that we provided a list of discussion points and that they were in order of priority. Dean didn't like being handed a list of questions. Said she would like to have a conversation but sensed that there was tension in the room. Didn't think having a list of questions was appropriate.
- **Professional Development:** Taylor began the discussion. Explained that a lot of people want to stay in the College but feel stagnant. Feels hard to advance in the university without professional development.
 - Dean also explained that this is something she has heard from other colleges as well. We are all just exchanging staff looking for better opportunities. Levels in the colleges can be different for the same positions. Said we should look at ways for the council to engage with the Staff Senate to discuss professional development opportunities. Will have to tackle it from a multipronged course. All colleges are losing staff, everyone is feeling it.
- Dean said she would like to have more frequent meetings.
- Dean said for us to come up with some tasks. Budget can shift. Will discuss each year.

- Joe specified having more overarching professional development events.
- Dean said cross-training is a part of the strategic plan. That way people can grow and do something different.
- Teresa said there might be budgetary and system restraints but would like to have something for staff, for example getting Certificates in things like leadership and decision-making. A&S focused that would be considered in our Performance Evals.
 - Spencer said we have HR ones.
 - Joes said that we could have some experts in the college do a one-hour a month course on certain topics like the ones Teresa mentioned.
 - Could have a new chair series with topics. Start with a cohort of people. An executive leadership/org program that the college supplies.
 - Spencer suggested making sure to empower supervisors.
 - Teresa asked about the WELD program and if it's for anyone. Only for higher level positions like division supervisor, department director, or other similar leadership roles.
 - Teresa said that a program like this could be a precursor for leadership programs.
- Dean said she will take proposals for professional development opportunities. Will potentially meet with the council again early spring. Council will plan to have a one off meeting about the list.
- **Combining the Staff and Faculty Awards**
 - Dean said we are keeping it separate. Combining is off the table.
 - Members agreed that it would be nice to have more things for both, but not every event.
 - Colleen liked the baseball game idea.
 - Dean said that having more casual things will allow us to get to know one another.
- **Strategic Plan Update**

- No update.
- Workgroup members were chosen by Dean and Sarah Lyon. An email was sent for nominations. These went to Teresa. Tried to have good representation from various groups. Groups were assembled of faculty, staff, and students. Did not get a robust amount of nominations because it was service related.
- **Work from home**
 - Wants to get to a place for two days work from home. Agrees that it would be good during breaks. Might test two days during the summer.
 - Joe said that communication is at the core of this. Should be a partnership, not just coming ever so often.
- **Other concerns: Staff complaint process**—ran out of time to have a full discussion.
 - Taylor asked what we should do in the meantime.
 - Teresa said that we should provide a chain of communication. Articulate the process and share with others.
 - Dean said that this process is what we do when students come to us.
- **When can you come again?**
 - Dean said she would do quarterly meetings. Earlier in the morning is better.
- **Takeaways:**
 - Joe: will have a separate meeting in January to hammer out professional development ideas.
 - Joe also said that Miguel and Kristina asked for Zoom meetings. There's value to meeting in person. Joe said he should have let Kristina lead the meeting when he was home. Should not have made an exception.
 - Spencer: Appreciated hearing and listening to concerns about combined event.
 - Taylor: Liked it but felt like the Dean did not get to hear the "why". We didn't get to discuss the why because of time constraints. It's great she could come see us.

- Colleen: Said the Dean wants us to bring ideas, not backstory. Need to lead with what we are proposing.
- There was some discussion of the workgroup selection. Three of the council members were on the committees (Joe, Colleen, and Teresa). Mel said she had applied and recalled asking Teresa how the process had went.
 - Teresa said there was a call that went out and there weren't many people who wanted to do it. Katia mentioned how it looked like a lot of Deans staff were on it. Colleen said at the time she was in a different position.
 - Teresa said that committee work is done. Metrics are being worked on. Should be available in the spring.
- Melanie: Liked having council come up with ideas. Appreciated the two work day discussion and during breaks.
 - Joe said that feedback has been that a staff person wasn't available when a faculty member needed them to proctor an exam.
 - Taylor said that it seems like a communication issue because they usually schedule proctoring ahead of time and have only had issues with students not appearing. Mel agreed with the communication issue.
- Katia and Teresa agreed that next time we can provide a separate list of topics for the Dean and the detailed discussion points for us. Colleen also mentioned that the Dean prefers not to sit at the head of the table.

3. Vote on updated bylaws (3 minutes)—Approved.

- Yes: 7
- No: 0

4. Mid-year new members update (Table to January 2024)

5. **Committees update (17 minutes)**

- Coffee & Colleagues November 15th CP 3rd Floor – (2 minutes)
 - Liked having cider.
 - Great turnout. Spencer advocates for the buddy system, bring someone along.
Asked if we should have questions at the next one, were they effective?
 - They are good for introverts. While many may not use them, they are nice to have. Should not be pushed to do them though.
 - Will aim to have the next one around the end of January beginning of February.
- Desserts in December – December 19th 1 PM-2:30 PM (4 minutes)
 - Committee has been working on it. Kristina getting cups and napkins. Katia checks with Chemistry to see how many tablecloths they have.
 - Joe to send reminder tomorrow.
 - Joe will bring over crockpot and kettle.
- OSA – Friday April 12th (5 minutes)
 - There was nothing available in May. Did not realize we could book a year in advance. Event will be in April this time from 12-2.
 - Currently no videographer for the winners.
 - Spencer asked if we should get door prizes again. Council members were in agreement that we should make this a habit.
 - Taylor will create the flyer.
 - Joe to send the nomination form out in January. Will close in February.
 - Will vote on menu in Spring.
 - Teresa said that the OSA last year was one of the highest attended College events aside from the Hall of Fame.

6. **Staff Response Review and Update (Table to January 2024)**

7. **All-staff meeting – Survey Results Discussion (Table to January 2024)**
8. **FY 24 Budget (Table to January 2024)**