

Certified Staff Committee Meeting Minutes

Date: 10/02/15 – 8:15 A.M.

Location: Viking Room

Attendees: Diane Arnzen, Chris DeGeare, Tasha Welsh, Kristen Yelton, Lisa Pritchard, Joette Klein, John Westerman, Patti Christen, Greg McVey, Dana Nevois, Allan Wamsley, Michael Booker, Kenny Wilson

Diane Arnzen opened the meeting at 8:15 A.M.

Diane reminded the group that Tasha sent a message regarding a policy on tuition waivers. Comments are due today.

Diane noted that the Certified Staff Committee charge document is under constituent review for comment/suggestion.

Diane said that only one non-instructional furniture request has come in. Please encourage staff to request furniture by noon October 28. This includes grant-funded positions.

Tasha asked, if there are not enough furniture requests, could the funds be reallocated to campus beautification projects including the Student Center north entrance.

Conversation then continued on campus beautification needs. This topic has been addressed by a subcommittee of the Environment and Safety Committee but has not resulted in action.

The committee thanked library staff for the development of the Project Management libguide and for providing the Paraska article on Connecting Your Institution's Achievements to Demonstrate a Culture of Compliance. Discussion then continued around this article.

Kenny stated that cultural change is a challenge within any organization.

Diane stated that we, as an institution, are not effectively celebrating/communicating our successes even though there are many great things happening.

Kenny pointed out that we often do not clearly define subcommittee charges. For example, once the subcommittee completes some research, then what happens next? Who is the closer?

Diane shared that the committee tab and committee reports was intended to provide the communication feedback loop, but is unsure how often faculty and staff review the site.

Michael and Kenny mentioned that we have communication overload, especially with the large numbers of emails we receive and meeting minutes that are verbose and do not necessarily contain the most useful information. Several members indicated they liked receiving the “President's News & Views” and the updates from the Academic VP.

Chris suggested that the Strategic Planning process would benefit from an online database that would allow direct access to capital projects and action plans, with tiered approvals and status updates.

Michael also pointed out that some of the most important information is learned “through the grapevine”.

Diane offered that departmental email addresses could possibly improve communication.

Kenny volunteered to provide our next group article on communication.

Diane will talk to Daryl about the progress of the campus beautification proposal that was submitted by the Environment and Safety Committee.

Diane will let Julie know that the committee was interested in seeing a newsletter or departmental report.

Kenny asked that we strategically consider the upcoming hiring committees for early retirees.

Allan volunteered Lori Kovarik to help create a method (spreadsheet, form) for tracking hiring committees and representation.

Kenny asked if it would also be helpful to compile a comprehensive list of subcommittee and task force representation. Diane volunteered to share this idea with the Council of Committee Chairs for discussion.

Allan reminded the group that the HLC self-study process is beginning.

Diane provided an update that the Employee Support Committee is reviewing the performance evaluation updates which are expected to move to Administrative Team in November.

Meeting adjourned at 9:30 A.M.