

# Staff Council Minutes

**November 14<sup>th</sup>, 2019**

Members present: Pam Madden, Keith Gamblin, Cheryl Jones, Jeff Gibson, Ernesto Olmos, Janet Barton, Melissa Hightower, Sami Landers, Melissa Bates, Andrew Flores, and Jenna Welch.

- I. Fellowship
- II. Welcome
- III. Approval of Minutes
  - a. Janet Barton motioned for approval; Keith Gamblin seconded.
- IV. Thanksgiving bag update
  - a. Checking if they have everything they need
- V. President Russell Lowery-Hart
- VI. Culture of Caring
  - a. Need to have something in place to keep morale up across all departments
  - b. Something for the holidays
    - i. Hot chocolate bar at tree lighting planned for December 5<sup>th</sup> around 6 PM
      - 1. Student Life movie night—Christmas movie and all employees are welcome
    - ii. Ornament decorating contest
    - iii. Christmas “wow-ing” a.k.a “elfing”
      - 1. Give a department a bundle of treats and have them pay it forward to another department?
        - a. Would need to ensure that every department was included across all campuses
      - 2. Believe the all campus emails defeat the purpose
      - 3. Maybe a department-to-department Secret Santa
        - a. Direct departments who to give to next, remove the guessing
        - b. Positive messaging
        - c. Acknowledge what departments are doing—be intentional
      - 4. 12 days of Christmas emails – YES
        - a. Videos of staff council each day?
        - b. Film video on 12/22—jib jab might be the easiest route – YES
      - 5. Door decorating contest – YES
      - 6. Secret Santa randomizer – YES
  - c. Roving cart of office supplies between departments?
  - d. Work on ways to improve communication to boost morale—disseminate information outside of this organization
    - i. Possibly send out minutes to staff

- ii. Approve minutes by email and then send out
  - iii. When changes are made, all the players involved need to be aware
  - iv. Need a website
- e. Master calendar needed that can house all events
  - i. Employees are able to see all events occurring and filter what they are looking for
  - ii. Might be possible through 25 Live—can be looked into in more detail after Spring semester
  - iii. Need to improve internal communication and then external (students)
- f. Recognize birthdays through e-cards
- g. Intentional affirmations
- h. Events during the year with food and fellowship
- i. Staff development (i.e. team building)
  - i. Give teams the opportunity to bond outside of work
  - ii. HR working on a “menu” of items for staff to pick from for development
- j. Possibly offer strengths test to all employees?
  - i. Very expensive
- VII. Announcements
  - a. HR offering legal training for supervisors in the Spring
    - i. We need to build a strong foundation before we can move on with some of the more “fun” trainings
  - b. Staff Council White Elephant Gift exchange on 12/12 meeting; Bring a treat if you want