

**St. Olaf Staff Council**  
**Meeting Agenda and Minutes**  
**September 30, 2024**

**Agenda**

1. Introductions: name/pronouns, what you do at St. Olaf, why you were interested in joining the Staff Council
2. Meeting time for the year
3. Determining terms of service
4. Appointing a Staff Council President/Vice President
5. Begin reviewing the [transition document](#)
  - a. November All-Staff Meeting

**Minutes**

- Introductions
- Set meeting time: 8:30-9:30 on Thursday, every two weeks (starting Oct. 17)
- Determine who is doing 1 or 2 year terms
  - Audrey- 1 year
  - Dan- 1 year
  - Susan- 2 year
  - Jane- 1 year
  - Liz- 2 year
  - Steve Z.- 1 year
  - Gina- 1 year
  - Steve T.- 2 year
  - Jaime- (leaning towards 1 year, but will check in with Ruben)
    - Per follow-up: Jaime- 2 year
  - Ruben- (not present)
    - Per follow-up: Ruben- 1 year
  - Kelsey- 2 years
  - Damian- 1 year
  - Lukas- 2 year
  - James- 1 year
- President/president-elect:
  - Kelsey- President

- Lukas- President-elect
- Review of transition document:
  1. Staff/Faculty/Student Climate survey happening this year
    - a. Faculty/Staff divide is a major survey point
  2. Have members come to Oct. 17th meeting with 1-2 items from the transition document that they want to see accomplished
  3. Discussion of all-staff council meetings
    - a. Planning/timing of meetings, change it up sometimes to ensure different people can attend
      - i. Dates have been set through April, second Thursday of each month
      - ii. No October meeting (post-board)
      - iii. November 7th
      - iv. December 5th (last year cancelled for holiday party)
      - v. February 13th
      - vi. March 13th
      - vii. April 10th
    - b. Focus more on what is important to staff, hard to find something that's applicable to all staff since we're such a diverse group
    - c. Less of a duplication of the faculty meeting
    - d. What kind of budget do we have (food, etc.)
    - e. Will revisit during the next meeting
    - f. Kelsey will ask Michael Kyle on what PLT wants for partnership for staff council, and what budget we might have
    - g. Ideas for Nov. meeting: intro of council, BENEFITS, what will bring people to the meeting/what do they want to hear about?
  4. Staff Council budget was not set, but was discussed previously
  5. Next meeting we will discuss how we want the council to be structured, once we have the top items we want to focus on

**Action Items:**

Kelsey: will reach out to Michael Kyle regarding plans for the staff council and budget, will adjust the meeting time for the October 17th meeting to 8:30-9:30

All members: select 2-3 items from the transition document that we want to focus on