

**St. Olaf Staff Council**  
**Meeting Agenda and Minutes**  
**October 17, 2024**

**Agenda:**

1. Introductions (again!)
2. Determine a meeting minute process
  - a. Do we want to rotate who takes minutes at each meeting, or appoint a Staff Council Secretary?
3. Develop goals for the year based on the [transition document](#)
4. Discuss potential subcommittees [will move to a later meeting]
5. November 7 All-Staff Meeting updates/planning

**Minutes: (Jaime taking)**

**Possible Priorities/Goals of the group**

- Starting the group off with Surveys for All Staff
  - Thinking what staff like about working at St. Olaf, why they chose St. Olaf, Onboarding opinions, priorities/suggestions of our group
- A Sense of Community survey is going out to all Staff and Faculty in the Spring, possibly utilize this survey rather than doing something separately right now
- Being fully in charge of Staff Meetings - allow for table discussions at first meeting to less formally ask for priorities and suggestions from Staff, as well as what they want to see from staff meetings
  - Also give ideas we have for upcoming meetings and plans
    - General concepts of ideas we have and thoughts on how we plan to utilize the council
  - Use list from last year's meeting - **Kelsey** to find this list and come up with basic form/extension of what was mentioned last year
  - Show people "this is what we heard from last year, so this is what we can prioritize now" then ask for further suggestions if needed
- Introduce ourselves, share ideas and priorities of the group, announce this year's all-staff dates, and ask for feedback/suggestions
- Ask HR to be involved in Nov or Dec meeting, invite them to talk about their roles and responsibilities
  - Ask to submit questions ahead of time

- Or hear from HR first for us to know what they are working on, and expand our notes from there
  - **Kelsey** to reach out to Christen Cole
- Are all-staff meetings too long? Try to keep them to an hour and allow for mingling after. We should plan to promptly start at 8:45
  - **Jaime** pass these deets to Events Team and MarCom
- Making sure that staff have a voice beyond Alyssa Mellby (as the academic staff member on the hiring committee) in hiring of the new Provost
  - All staff should be able to provide feedback, as well as members of our group. Staff seemed to really appreciate this for the Community and Belonging position
  - Push for academic staff to have their own session with those selected for the role. **Audrey and Susan** to contact co-chairs of the committee
- Would be nice to have other committees (Benefits, Budget etc) to present at all-staff meetings on their work
- Updates from Staff Council in “This Week”
  - Include recognition of staff accomplishments
  - Or give Staff Council the capability to email all-staff. Allows us to share our meeting agenda, minutes, open invite to meetings or forum/email alias on website/in emails to allow people to send questions on agendas and meetings
- Remote work is possibly creating more division - find a way to meet with different departments/bring departments together/create sense of connection
- Meet with Wellbeing committee to talk about their initiatives to get staff together
- Get solid answer on budget so we can host coffee hours/events with food
  - Ask after first meeting of setting priorities and general staff feedback
- Make Nov. meeting plan
- Lutheran Center has a grant to help infuse Vocation and Curriculum. Pilot project that staff and faculty groups can apply for. Staff council interested in applying? Call for proposals have been shared with Kelsey. If we are interested, articulate that our plans have an effect on students

### **Action Items:**

Kelsey to reach out to Katie to get on All-Staff emails / division aliases

Kelsey to reach out to Christen in HR to be a part of December All-Staff

Make Nov. All-Staff meeting plan:

Introduce ourselves

Mention priorities from last spring and what we plan to work on

Announce planned dates for the rest of the year

Time for Coffee and Conversation

Audrey and Susan reach out to co-chairs of new Provost position