

St. Olaf Staff Council
Meeting Agenda and Minutes
October 31, 2024
Buntrock 143

Agenda:

1. November 7 All-Staff Meeting planning
 - a. [Draft slides](#)
 - b. [Info from Events](#) on support and process
 - c. Chris George also wants to present on retention
2. Contacting staff (update on sending to the stolaf-staff listserv)
3. December 5 All-Staff Meeting
 - a. HR will present; we will provide support as needed
 - b. IT backup for recording the meeting? Broadcast Media will be doing Christmas Fest prep that day
4. Lutheran Center grant opportunity: [Community of Practice](#) - do we want to do this?
5. Assign ourselves to teams for our Nov 14th meeting
 - a. Team 1: All-Staff Meeting planning
 - b. Team 2: Staff Council initiatives for 2024-25
 - c. Both teams can use [feedback from last March](#) as a guide

****Note location change for our Nov 14 meeting (most BC rooms were already reserved): we'll be in Tomson 200, and I'll reserve a second room hopefully in that building for our breakout into teams.**

Minutes:

- Looked over slides
- Create a "running" form on our site for open inquiry/feedback, rather than a new single submission form for feedback
- December meeting - Social time at start or end? At start to give people time to come in
 - Make sure this is laid out clearly in the email/This Week announcement
- BMS will now be recording/live streaming meetings (live streaming for spring meetings)
 - Events tracking attendance for Nov. and Dec. meetings
 - Dec 5th: unavail. due to Christmas Fest, Dan to check if IT can record? Otherwise share slides to our website
- Dan to create QR code to our website for the Nov. Meeting slides
- Confirm This Week Link is updated
- December meeting with HR - Do we have somewhere where Qs/Comments can be submitted anonymously?
 - Kelsey to reach out to HR, best way would be for questions to be directly routed through them.
 - Include HR is presenting in Dec 5th meeting in This Week/Staff reminder blast
- Kelsey is our contact to College Events
- Cannot send to all-staff, but can work with MarCom team to make sure our communications are included, reach staff more effectively
 - Sharing/Giving info: ThisWeek
 - Needs a response: Cerkl
 - Kierra Lopac to draft Comms plan for our Council
 - Kelsey to follow up with MarCom - can we email our departments personally for more direct contact with our divisions?
- Lutheran Center Grant Opportunity: Pastries and coffee for birthdays? But need to tie in something with students
- Other grant opportunities? Connect with Grant Office for staff specific initiatives? Also loop back with PLT about a budget
- Kristin Kivell leaving hand-outs for Well-Being Committee and hopefully 1-2 mins talk about the committee for this year at Nov. Staff Meeting

Action Items:

- Create a “running” form on our site for open inquiry/feedback, rather than a new single submission form for feedback
- Dan to see if IT can record the December meeting, and create QR code for our website to add to slides
- Kelsey to reach out to HR - best way would be for questions to be directly routed through them for the December 5th meeting
- Kelsey to follow up with MarCom - can we email our departments personally for more direct contact with our divisions?
- Add your names to your breakout for the next meeting!