

St. Olaf Staff Council
Meeting Agenda and Minutes
December 12, 2024
Buntrock 143

Agenda:

1. Check-in and debrief of Dec 5 All-Staff Meeting
2. Process for responding to feedback form comments (including anonymous ones)
3. Review subcommittee work on [All-Staff Meeting planning](#) and [Staff Council initiatives for 2024-25](#).
 - a. Begin outlining Spring All-Staff Meeting agendas
 - b. Next steps for our 2024-25 priorities

Minutes:

- Student Life Council Member had to step down - revisit write-in votes for Student Life?
- HR all staff meeting
 - People were happy when the meeting was opened to questions
 - Generally happy to hear from HR and see who is who
 - Good feedback on hour time and 15 min social time at the start
 - Have HR come to some of these meetings to see if there is a way we can partner/help? Maybe after compensation study?
 - April: Community Survey
 - Starting Live Streaming in February, everything will still be recorded and placed on our website
- We next discussed an anonymous comment we received on the Staff Council feedback form and developed a plan for responding
- Feb All-Staff Mtg: Finance Office
 - New budget process roll out
 - How things work currently: charges - when and why? Money flow through campus. Ask that they take questions in advance
 - "This is who you go to for XYZ"
- Add a May all-staff meeting
- Set a "format" to All-Staff Meetings:
 - Bring a question for the Committee?
 - Questions in advance for the divisions presenting
- There currently is no way for us to know what the questions were when they were submitted ahead of time to HR and other departments that are presenting

- Do we want to change that going forward and have us create the form and get the questions ahead of time and share them with the department that is presenting?
- With HR, we could go back to them and ask what were the themes or questions they were unable to answer so we can address that if appropriate and see if similar questions continue to arise going forward
- Next summer, send a questionnaire and ask who do people want to hear from
- The other group discussed staff recognition: Steve T shared that there used to be birthday month celebrations, encouraging thank you notes between departments that do things for each other (work homecoming, give a tour of their department, etc), we are trying to push more on workplace environment
 - Do we want to engage with the Wellbeing Committee and see how we can work together to create a positive environment for staff/faculty
 - Do we want to give them a chance at the end of each all staff meeting to stand up and say what they have going on or coming up?
- Should we look at an awards ceremony or an all staff meeting to recognize staff
 - One of them could be a diversity award
 - Eduardo is taking a break from the DEI Symposium this year and it could possibly come back the following year. What are we losing because that is going away?

Action Items:

- Kelsey reach out to Student Life write-in votes from the Fall to see if anyone wants to fill the rest of Tyler's term
- Kelsey reach out to Mike Berthelsen for February Meeting
- Kelsey reach out to HR and Wellbeing Committee to have them come to our staff council meeting and get an idea about what we can do for staff recognition and what is already be done