

St. Olaf Staff Council
Meeting Agenda and Minutes
June 12, 2025
Virtual

Agenda:

1. Staff Council Nominations Update - Jaime and Liz
 - a. 5 people have nominated themselves. 14 people have been nominated by a peer - another reminder just went out in This Week
 - b. There is one person that nominated themselves and were also nominated by a colleague
 - c. Nominate a colleague or remind others to nominate someone
2. Reminder to reach out to staff that have started in your area in the last year (see action items below) and add to this brainstorming document before we turn it over to HR - by July 31st
 - a. Jaime created Onboarding Feedback Form to include in your outreach so we can pass responses along to HR/specific departments
3. Jaime emailed Marcom on behalf of the Staff Council with a potential plan for summer/early fall communications. Liz and Jaime then met with Kari vanDerVeen and will continue to work with her over the summer to solidify this and work it into the greater college communications plan:
 - a. *This Week Summer Reminders: Nominations close Aug 1, have everyone confirm by 22nd so they are included in Election Form*
 - b. *Tues, Sept 2: "Head's up" announcement in This Week (submission form) telling staff to watch for an email the next day with Election info*
 - c. *Wed, Sept 3: Elections launched with a separate email to all staff alias*
 - d. *Tues, Sept 9: Election Reminder in This Week*
 - e. *AM Wed, Sept 17: Final reminder sent in a separate email to all staff alias; elections closed at 5pm*
 - f. *Tues, Sept 23: Official announcement of the election winners in This Week*
4. Reminder of All-Staff Meeting Dates
 - a. Sept 25, Nov 20, Feb 26, Mar 19, Apr 16, May 7
 - b. How do we want that first meeting to look?
 - i. Staff Council ~first 10 minutes

1. Reintroduce current Staff Council members
 2. Introduce new members
 3. Talk through what we achieved last year and what our priorities are for the upcoming year
- ii. MarCom + APR "How To Work With Us" ~40 mins
- c. Do we want to partner with the Wellness Center/Wellbeing Committee on a January staff gathering?

Minutes:

- Send onboarding feedback form to colleagues by July 31
 - Kelsey adding notes she had in an in-person convo to the form
 - Can also be included in the brainstorming doc
- Wellness Center/Wellbeing Committee Gathering:
 - Health and Wellness Fair - or relaxation stations
 - Focus on their 6-8 priority facets of wellness (wellness wheel - financial, health, etc)
 - Portable Hot Chocolate Bar?
 - Can be done! Athletics has done this on a Gator
 - Wellness Center has a grant for Mental Health, include this as well
 - A kick-off day or something that we have for them to sign up for the items in the wellness wheel
- Next meeting is July 10 :)

Action Items:

Kelsey to connect Louis Epstein and Jaime/Liz to talk by early August for future All-Staff meeting agenda item for strategic plan implementation team updates

Jaime/Liz: Reach out to committee (Kristin Kivell) to see if partnering in January will work out.

- Think about budget/funds for this!