

St. Olaf Staff Council
Meeting Agenda and Minutes
August 14, 2025
Virtual

Agenda:

1. Staff Council Nominations Update
 - a. Who has said yes to running, what the ballot looks like, and give an update on our timeline (this week, email blast, and when we hope to have new people announced)
2. [The brainstorming document](#) turned into HR this week!
 - a. We got one response from the [Onboarding Feedback Form](#) and included that with our brainstorming document. No surprises as to what was on the response - all stuff we have talked about already
3. Reminder of All-Staff Meeting Dates
 - a. Sept 25, Nov 20, Feb 26, Mar 19, Apr 16, May 7
 - b. First Meeting Agenda
 - i. Staff Council ~first 10-15 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 (or other ideas that people have that we want to talk about instead)
 - ii. *Alumni can no longer present*
 - iii. Implementation Team update? ~30 mins
 1. Jaime and Liz will meet with Louis and get an idea of who will be at this first meeting
4. New meeting time for the fall - first meeting September 18
 - a. 10:15 AM - 11:15 AM on Thursdays?
 - b. 10:45 AM - 11:45 AM on Thursdays?
5. Items we can update [to the website](#):
 - a. Meeting times/location/dates
 - b. Add Meeting Minutes 2025-26
 - c. Staff Council Membership

- d. Home Page: remove link to nominations, replace with election info + form
 - e. Add an HR link or onboarding form?
 - i. Helpful documents for staff!
 - f. Let Jaime know if you find anything else out of date! :)
6. Thank you, Kelsey!
7. Thank you to Jane, Audrey, Ruben, Steve Z, Dan, James, Gina, Damian, and Peter for your service to the Staff Council - we appreciate your insightful contributions on how this council can be involved and effectively represent college staff.

Minutes:

- Reviewed nominations
 - Up to 10 people confirmed
 - Currently have no confirmed nominations from Community and Belonging
 - Liz reach out to Eduardo for any C/B representation
 - Erica reach out for athletic representation
 - Reminder from Audrey: we have two in the Academic Affairs Division stepping down – hope to replace with two people!
- Tues Sept 2nd:
 - Heads up in This Week with election in
- Wed Sept 3rd:
 - Elections launched – blast sent from Staff Council
- Nominations close Sept 17
 - Reminders sent in This Week with one final blast on the 17th
- Will announce winners in the following This Week and at first staff council meeting
- Onboarding Feedback:
 - OVERALL felt very welcomed :)
 - Reminders of Key Events and campus times to things don't fall through the cracks
 - Full campus tours
 - Best places to park for your office
 - How to add Ole Dollars / where and when to use
 - How to make involvement more visible
 - All was sent to Sarah G in HR!
- Pooled Vacation Convo with Hassel/Kelsey at Happy Hour:
 - Vacation days pool??
 - Meant for people who are recently hired but not eligible to take a form of leave yet, used for emergencies. People would donate their days to this pool.

- Audrey mentioned that there are moments that feel ‘crappy’ when the institution dissolves their responsibility with a call to action for other employees to donate
 - Would have to figure out a way to keep the convo “behind the scenes”
- Reviewed All-Staff Meeting Plan
- New meeting time for the fall:
 - 10:15 a.m. on Thursday , every other week, starting on the 18th
- Link to HR website/Onboarding ideas on the Staff Council website? Or link to other dept sites after they present at an All-Staff?
 - Check in with HR to see if our website is linked somewhere in their site
- No longer doing random table assignments for All-Staff Meetings
 - Get feedback/ideas for how to involve people at All-Staff meetings instead of randomly assigned tables
- Gave All-Staff recording/live stream views update from Jeff
- C/B Survey:
 - Assisting Eduardo in getting the word out – C/B is still reviewing results, but keeping on our radar for the fall!

Action Items:

- **Liz** reach out to Eduardo for any C/B representation + Survey Results Share-Out Process
- **Erica** reach out for athletic representation
- **Liz** send updated Staff Council Meeting Cal invite