

St. Olaf Staff Council
Meeting Agenda and Minutes
October 3, 2025
BC 142

Agenda:

1. Welcome new members! We're glad you are joining us!
2. Division Office Hours
 - a. What is feasible for everyone?
 - b. Expectation is that we hold time for our division once a month for an hour to approach us with any questions or concerns
3. Staff Council Form Submissions
4. November All-Staff Meeting
 - a. Chris George to talk about retention
 - i. I talked to Chris about the possibility of moving him to February and he was more than happy to make that change, if needed
 - b. Eduardo Pazos Palma to talk about survey results
 - c. Louis Epstein with Implementation Team Update
 - d. United Way Spokesperson and St. Olaf Workplace Champion
5. All-Staff Meetings
 - a. How they are run, scheduled, and the timing (only having 10 mins of social time?)
 - b. Remaining All-Staff Meeting Dates
 - i. Nov 20, Feb 26, Mar 19, Apr 16, May 7
6. PLT Representation at Staff Council meetings
 - a. Eduardo and Hassel have both offered to be a person for us to go to and to attend one meeting a month
 - i. Will this give us the visibility we need to contribute to high-level discussions?
 - ii. Does this provide an effective way for us to influence decisions?

- iii. Does it discourage people from attending open meetings and giving feedback if they know that a PLT member would be there?
- iv. Other thoughts or questions?

Minutes:

- Attending: Liz, Mikayla, Lily, Natalie, Ben, Claudia, Brittan, Susan, Cindy
- Notes: Susan
- Welcome all new members!
- Division office hours-hold over from something we wanted to start last year, time for people to approach us and talk about questions, concerns, feedback.
 - For divisions with multiple council members they could either do it jointly, or trade off who does them
 - Starting this month, have each division pick a day
 - Liz can help members craft an email to their division, if they would like
- November all-staff meeting
 - Chris George will be moved to February
 - Louis didn't get to speak at the September meeting, so he will have time in October to discuss the strategic plan and how staff members can see themselves supporting it
 - Eduardo will talk about the survey results, and community and belonging on campus
 - Liz will talk about the United Way campaign
- Future all-staff meetings
 - 10 minutes of social time instead of 15? Presenters don't have enough time, especially when staff council have other announcements
 - People are coming early anyway
 - Just let people know when the meeting will actually begin/end
 - Social time is from 8:15 and the meeting starts at 8:30?
 - Want presenters to have a full 45 minutes even if there are other things that staff council/other people/groups want to briefly mention
- Want to create clear line of communication between us and PLT
 - Eduardo offered to attend one staff council meeting a month
 - Hassel has mentioned that he would be willing to be a support person to this council, if needed
 - What are people's thoughts on that? How will this impact decision making (both for us and for PLT)
 - Have division office hours be the first place people go, instead of staff council meetings

- Never had non-staff council staff members stop by the staff council meetings
 - Have time at the end of the meeting for Q&A with PLT members?
 - Discuss having a staff council member on PLT/attend PLT meetings every once in a while, or as part of the agenda?
 - How effectively would our concerns be relayed to the PLT in this model?
 - Liz will bring this up to Eduardo when they meet next week (he has been our biggest supporter on PLT)
 - Move us beyond just being the group that plans the all-staff meetings
- Benefits change
 - Discussion of the LITS email asking for PTO changes
 - Ask Mike B, Carl, and Travis to hold an open forum to discuss this more? Have them explain more about how it works/how the decision was made
 - How do we talk about what councils/groups discussed this beforehand and should be handling questions?
 - Benefits committee vs. staff council
 - Lose a trade-off of salaried staff not getting paid overtime?
- Buntrock parking form submission
 - Liz forwarded it to the safety committee
 - Got a response regarding parking on campus
 - City code dictates the number of parking spots per students and faculty/staff
 - Have Pub Safe/the parking committee say that it's a legal issue/send a statement?
- First benefits form submission
 - Liz forwarded it to Mike before the meeting, and he just said thanks for forwarding it
 - Discussion of what happens with anonymous form submissions, and how we can still champion for staff when they don't want to identify themselves
 - On our website maybe link to the feedback form for other committees so they can easily contact them?
 - Send out a message to all staff that has the links to other committees and outline what we're doing/hearing, and have a way to respond to anonymous form submissions when we can't reach out to them directly?
 - Have a blurb in This Week that promotes our website and meeting notes
 - Send out a message to all staff that explains we've seen the recent increase in submissions, we've talked about it as a staff council and are

looking for ways to bring it to the attention of PLT/those who need to be aware.

Action Items:

- All divisions should select a day to hold office hours in October
- Liz will discuss having a staff council member on PLT with Eduardo
- Liz will bring up the parking statement question at the next safety meeting
- Liz will draft a message in This Week that discusses the anonymous form submissions and what we are doing about it