

St. Olaf Staff Council
Meeting Agenda and Minutes
October 17, 2025
BC 142

Agenda:

1. Division Office Hours

- a. Did anyone put a time on their calendar, once a month for an hour?
- b. Sample of Draft Email:

- i. Hi everyone,

As your division representative to the **Staff Council**, my primary goal is to ensure that the concerns, questions, and ideas that matter most to our team are effectively heard and addressed at the Council level.

To make this process easier and more consistent, I'm establishing a monthly **Staff Council Open Hour**.

This will be a dedicated time when you can stop by my office—no appointment needed—to chat briefly about any topics you would like me to raise or clarify with the Staff Council. This is your chance to share feedback, flag potential issues, or discuss ideas for improvement across the organization.

ENTER YOUR DAY AND TIME HERE.

In the meantime feel free to reach out if you have an urgent matter!

2. Debrief - Conversation with Eduardo

- a. Liz had a great conversation with Eduardo on Wednesday afternoon
 - i. There will be an FAQs regarding PTO/Sick Time/Medical Leave Act email that will go out to staff and faculty with this information
 - ii. Mike is working hard and as fast as possible to get the health insurance premium information out there

- iii. PLT is listening to people and they care deeply about each of the staff and morale, if they get a year out with the new PTO/Sick Time change and see that it isn't working, they will absolutely be willing to revisit
 - iv. Post Town Hall will happen and then the hopes of another Q&A about benefits/PTO
 - v. We talked about other things we could do (how can we use the staff council to build community, how can we bridge the faculty/staff divide, making it clear to staff on campus that we aren't the decision maker but simply the folks who can elevate staff voices)
- 3. We have been invited to speak at New Onboarding Presentations by HR!
 - a. HR planning a monthly onboarding presentation, 2nd Monday of the month, starting Nov 10
 - b. Liz and/or Jaime (depending on availability) will present on the staff council roles and responsibilities, how to contact us/attend a meeting, and how staff can get involved in campus activities.
- 4. November All-Staff Meeting
 - a. Eduardo Pazos Palma to talk about survey results
 - b. Louis Epstein with Implementation Team Update
 - c. United Way Spokesperson and St. Olaf Workplace Champion
- 5. All-Staff Meetings
 - a. We will have 10 mins of social time starting at 8:30am. Jaime and I discussed after our meeting last week and decided that any earlier would push timing for Buntrock set-up and for our arrival. Buntrock Office doesn't arrive until 8am.
 - b. Remaining All-Staff Meeting Dates
 - i. Nov 20, Feb 26, Mar 19, Apr 16, May 7

Minutes:

- Attending: Jaime, Matt, Joey, Brittan, Jon, Steve T., Mikayla, Lily, Liz
- Notes: Jaime
 - Holding Division Office Hours:
 - Liz shared sample of draft email

- Liz and Lily planning on 3rd Tuesday of each month
- You are welcome to capture notes during your office hours and share any feedback or concerns during our council meetings!
 - Not necessary if they prefer to not be identified
- Can revisit office hours in December with any feedback from us
 - Also, plan to share office hour email reminders if you'd like!
- Up to your discretion if you want to share your time if you're in the same division or if you'd like to have separate office hours!
- Convo with Eduardo:
 - Overall, really great! :)
 - REMINDER: We are not a decision making group on campus. Eduardo does not want decision making feedback to continue to focus on decisions, but rather continue to be community-builders and elevate staff feedback and concerns to the proper channels.
 - Level set at next all staff meeting ^^
 - The feedback we have sent along from Sept has been reviewed by PLT and they are hearing concerns! Keeping feedback open and revisiting policies
 - There will be an FAQ for the new PTO/Sick policies that will hopefully provide clarity
 - Mike is also working to get new insurance premium info out asap
 - Staff council to co-moderate an open forum/FAQ?
 - Liz to circle back on this and hear if there is a date
- Faculty Governance Committee wanted to talk with us!
 - Liz to invite Marc David to one of our meetings
- HR: Staff Council joining HR Onboarding Presentations
- Nov All staff meeting
 - Chris pushed to Feb
 - Admissions asking staff to fill out first-year post cards
 - Asking admissions to set post cards and pens early
 - Eduardo sharing survey results
 - Louis will talk about implementation teams
 - Liz talking about United Way - our workplace champion 🏆
- All-staff meeting Social Time
 - Shortening to 10 mins
 - Starting earlier than 8:30 isn't as feasible for Buntrock Staff, they come in and open at 8 a.m.
 - 8:30 guests can arrive, meeting officially starts at 8:40
 - Jaime include this update in next email blast and This Week memo
- Good feedback on food from All-Staff

- Are we hearing from the same people every year?
 - Number of questions are a good indicator of interest
- We haven't heard from Athletics!
 - Liz reach out to Kelly to see if she wants to share fall team results

Action Items:

-