St. Olaf Staff Council
Meeting Agenda and Minutes
August 11, 2026
BC206 - David E. Johnson Boardroom

Agenda:

1. Sarah Gorman - change in annual performance reviews
2. Email from Kathryn Lohre about a Staff Council member joining the Administrative Leadership Team meetings
    a. Who would be interested in doing this?
        i. We will be meeting monthly - avoiding staff meetings and other major events with intention.
3. Revisit Previous To-Do Items
    a. Claudia to follow up with Eduardo about reaching out to the broader campus community for folks to sit on the Indigenous Advisory Committee.
    b. Lukas to create a template for people to send to new members in their division to let them know about office hours and if they have questions and concerns. Place it in shared google drive.
4. Elections Update
    a. Form closes August 11.
    b. A separate email went out on Monday from Staff Council. It went in This Week and will also go in This Week on August 11.
    c. We have 12 people nominated and 4 people self-nominated
5. Round Table Check-In
    a. Ben and Liz will meet with Hector from Gustavus on Wednesday - he reached out because they are starting a new staff council there and wanted to chat!
6. Homework
    a. Read Staff Council Roles and Responsibilities

b. Come to the next meeting on September 2nd with any suggestions/changes/discussion

Minutes:

Attending: Ben, Claudia, Joey, Steve, Sarah Gorman (special guest), Liz, Brittan, Jon, Erika

Notes:

- Performance reviews are moving from paper to Oracle
    - Tested with a group/3 offices this spring
    - There was a test patch that happened 2 weeks ago that messed with Oracle - AI
        - It's getting worked on and will be in production again next Monday
    - Rolling out to the entire campus soon (hopefully on August 24)
    - Idea is still similar to what is out there right now
        - Fixed or changed
            - College/Department/Individual competencies
            - Anyone from custodial to academic success center should be using the same ones
    - Should be meeting with your supervisor about your annual review at the beginning, mid-year, and end of the year. These will all be in Oracle and can be checked off.
    - Professional development goals will be added into the goals section
    - The review will go to your supervisor and their supervisor has access but won't necessarily need to sign off on it. Everyone that your supervisor reports to will have access all the way up to President Singer.
    - At one point these were going to be tied to your pay raise, that discussion is still being had, but won't be implemented until a decision is made
    - We'll go through the process as is this year and the changes that need to be made will be made for next year (2027)
    - If you've already done your review for this year - you'll just need to go into Oracle and record those there
        - Under Me
            - Goals - use this one right away
        - Annual Review - don't go into this until the Spring
    - If you have questions or concerns about any of this, please reach out to Sarah Gorman
        - We should put this out there to all staff that they can contact her with any questions
- Leadership Council (new name for Administrative Leadership Team) is asking for a Staff Council member to attend their meetings.

    - Looking to increase transparency by including non-director level staff members
- Previous action items
    - Claudia was able to connect with Eduardo and was able to express her concerns and make suggestions on ways to improve outreach for these committees going forward
        - Action item was to slow down in the future and reach out to a broader spectrum of people about opportunities that arise
    - Lukas created two emails: Staff Council Welcome Email.docx
- Round Table Check-In
    - Ben and Liz meeting with Hector from Gustavus tomorrow. Gustavus is starting a new staff council and they want some input.
    - Athletics: getting tours in for people who can't during the school year. Early move-in, recruiting, preparing for the year. Football moves in this week and Cross Country on Aug 24. Tennis doesn't come early because of try-outs after the school year starts.
    - Music Orgs: Changing divisions to Advancement, hiring for 2 vacant positions and feeling good about the candidates, Jean Parish will retire as of June 30, 2027, moving forward with planning for the next year.
    - Advancement: Planning for homecoming and family/parent weekend. Few events between now and then. Reunion planning for next year is already underway.
    - Admissions: Everyone is travel planning for the fall, visits are still going strong but will slow down as people ramp up for the school year
    - Matt: New colleague, Sarah, starting on Monday and onboarding her
    - Facilities: Boiler plant full steam ahead, good things happening with the new tank system, dealing with some outside issues but overall things are going good
    - Provost: Gearing up for the academic year kick-off, new this year is the faculty/staff professional development workshops on the afternoon of the 2nd (if you looked at it and saw nothing that was of interest to staff, it has now been updated to include more sessions geared towards staff), prep mode for the year
    - Academic: Prepping for the school year!

Action Items:

- Send out request to join Leadership Council to larger Staff Council email alias - **Liz**
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