

Staff Council Attendance March 18, 2022

<b>Name</b>	<b>18-March-22</b>
Alvarez, Kelly	x
Atkins, Beth	x
Bilich, Stacey	x
Braga, Russel	x
Castleman, Lacy	x
Clark, Jan	x
Cotton, Melisa	x
Davisson, Susie	x
Donihoo, Eric	x
Hamilton-Meserole, Candace	x
Harris, Jennifer	Excused
Hennigan, Brad	x
Herrera, George	x
Hickman-Platt, Diana	x
Huff, Nancy	x
Jones, Joshua	x
Joshua, Jordan	x
Knight, Scott	x
Kollman, Diana	x
Long, Sydney	x
McGee, Ashley	x
Mersiovsky, Andrea	x
Minot, Pamela	x
Mokake, Tom	x
Northup, Genevieve	x
Phillips, Alicia	x
Phoenix, Christy	x
Platt, Diana	x
Robinson, Jessica	x
Rueles, Shari	x
Saenz, Abel	x
Schulze, Alicia	x
Snyder, Joshua	x
Wetzel, Amy	x

## Staff Council Meeting

March 18, 2022

**Call to order:** President Gen Northup called the meeting to order at 3:05 p.m.

### **New Members:**

Jennifer Mangrum

Jeff Beck

### **Welcome Activity:**

Identify one accomplishment in 2022 that you are proud of. This could be something work-related or personal. *Sharing is not required.*

All Staff Council members participated in the welcome activity.

**Approval of Minutes:** Susie Davisson motioned to approve the minutes from January's Staff Council meeting. Christy Phoenix seconded the motion at 3:41 p.m.

### **President's Report and Updates:**

- **Thank you:**
  - Thank you to those who helped fold, stuff, and address Employee Appreciation Day cards.
  - Thank you to all committee chairs for your hard work so far this year.
  - Thank you to committee members for your efforts to make things happen.
  - Thank you to the executive committee for keeping Staff Council going.
  
- **You've Made a Difference award:** Lacy Castleman awarded the You Made a Difference coin to Alicia Philips for consistent committee engagement, support and guidance, and willingness to take on tasks outside of committee meetings.
  
- **Bimonthly newsletter:**
  - Content for May due by 4/26
  - Updates needed from S.E.O.T.Y, R.O.S.E., Meals on Wheels
  
- **Random Acts of Core Values:** We are very close to going live. Gen met with PR last week about using the previously created video, and the marketing material has already been created.
  
- **Proposal update:**
  - Sick leave pool revisions on hold
  - Tuition Reimbursement revisions are currently in progress. Hopefully, they will be in place before the new budget cycle starts in September.
  
- **Staff Council Meet & Greet:**
  - One session at each campus in April

- Opportunity to increase awareness and promote upcoming self-nominations
- Working with District-Wide Communications committee to coordinate events

- **Submission for consideration:**

- Nick Tafacory proposed that we implement DocuSign across the district for staff, faculty, and students.

Gen Northup: I have done some research, and currently using DocuSign or Adobe Sign is in the works; however, there are issues with Workday at this point. This proposal may not be within the scope of Staff Council's mission.

Josh Snyder: We need to consider Legal's stance on this.

Jessica Robinson: This would be helpful for dual-credit students, parents, and counselors.

Lacy Castleman and Eric Donihoo also pointed out that this might fall under the eLC.

**Poll: Do we want to create a proposal to implement DocuSign across the district?**

Yay: 8/31

Nay: 23/31

Gen will reach out to Nicholas and have him reach out to the appropriate person in IT or eLC.

- **Submission for consideration:**

- The era of flexible work in higher education has begun. Flexible schedules in summer? We cannot approach the subject of telecommuting, work-from-home, or hybrid work situations.

Pam Minot: Many of our colleagues at other schools already have this benefit. We would need to consider scheduling in student-facing positions.

Candace Hamilton-Meserole: I had a flexible schedule in the summer at my old institution; we were closed on Fridays. We would need to look at equity across the divisions.

Stacey Bilich: I do the scheduling in my department. For larger departments is it different? Do we need a policy across the board?

Gen Northup: For purposes of equity, yes. This is the same as telecommuting; it's not a policy across the board, so not all employees get the benefit.

Lacy Castleman: Do we know how many departments have this policy?

Gen Northup: We do not since it is not actually a policy.

Russel Braga: Dallas College had each department write their proposal regarding time off, which was submitted to the President. The main point was to have coverage at all times.

Jordan Joshua: Every department should be able to develop a plan for their department.

Gen Northup: This discussion is only if we should take the issue on as Staff Council, not how we would solve the problem.

**Poll: Are you in favor of Staff Council pursuing a proposal related to flexible schedules in the summer?**

Yay: 29/31

Nay: 2/31

Staff Council/Staff Retention will consider this proposal.

- **Submission for consideration:**
  - Casey Richardson proposed that we offer active duty or past veterans get 8 hours of comp time to use however they want.

Gen Northup: Some companies do give Veteran's Day off to Veterans. Four states have a law that veterans get an extra day off for Veteran's Day.

Pam Minot: This would need to not be on actual Veterans' Day, as our veteran's department is staffed almost exclusively by veterans, and that is one of our most significant weeks of the year as far as events.

**Poll: Should the Staff Council Staff Retention Committee develop a proposal to provide an extra personal day to employees who are veterans?**

Yay: 25/31

Nay: 6/31

Gen Northup: We need two volunteers to join the Staff Retention Committee to assist with these proposals:

Amy Wetzel

Josh Jones

- **Final Bylaw Update: ARTICLE IV OFFICERS & DUTIES**

5. The duties of the officers will be:

- a. The Vice-President (*President-Elect*) will fill all duties and responsibilities of the President in his/her absence, serve as President the next **two**

years immediately following the two-year term as Vice-President, and will serve as the Parliamentarian if needed at meetings. In the event the Vice-President is unable to serve as President or leaves the college, a new President will be elected by the Staff Council members to serve the remainder of his/her term. The Vice-President will also serve on the Executive Committee.

**Poll: Article IV update:**

Yay: 29/30

Nay: 1/30

Gen Northup: The bylaws revision has been ratified.

**Other Reports**

Executive Committee Officers

- VP – Josh Snyder: There is an open house coming soon at Tech; I want to encourage Staff Council members to attend. Gen asked everyone to send their open house information to Josh Snyder so that we can have Staff Council representation at these events.
- Treasurer – Candace Hamilton-Meserole: \$4,650.29 left in the budget; \$434.38 money credited back from purchases that were processed in September because they were from the previous fiscal year.
- Recorder – Pam Minot: Please introduce yourself on Zoom, and please let me know if you see any errors when the minutes are published.

Service Committee Chairs

- Recognition of Service and Excellence (R.O.S.E.) Awards – Candace Hamilton-Meserole: Meeting in April to discuss the finalists. Nominations are due by Monday at 5 p.m. The nominations will then go to HR for verification, and then we will meet as a committee. We have no part-time nominations.
- Student Employee of the Year (S.E.O.T.Y.) Awards – Jordan Joshua: April 13<sup>th</sup> at 3 p.m. at Allen Technical Campus Conference Center. Set-up help is still to be determined; ideally, it will be between 2 and 3 p.m. Nominees will be contacted today, along with their supervisors. We may provide swag boxes. We will meet next Friday to go over any issues. We will also send Gen the information for the winner.
- Silent Auction – Stacey Bilich: Not a lot going on right now because we are still a way out from All College Day; we may do something small for Founder's Day.
- Meals on Wheels (MOW) – Lacy Castleman: Meals on Wheels changed their timeline of accepting donations. They are only accepting through March. Facilities will help to pick up items from various campuses.

Research Committee Chairs

- Full-Time Staff Retention – Diana Kollman: We would like to propose a mental health day and vote on working on a proposal for that. This would be in addition to sick days and would not be a day

where you must give notice ahead of time.

- Professional Development – Diana Kollman: We would like to propose memberships to professional organizations. This would be from a fund through HR, not the normal department fund.

**Poll: Should we research a proposal for a mental health day?**

Yay: 26/31

Nay: 5/31

**Poll: Should the district be closed on a Friday or Monday in March for Mental Health Awareness Month?**

Yay: 22/31

Nay: 9/31

**Poll: HR Professional development fund and program for professional organization memberships?**

Yay: 29/31

Nay: 2/31

**Poll: HR Professional fund for certifications, certificates, and licensures to support the current credential reimbursement programs?**

Yay: 26/31

Nay: 5/31

- District-Wide Communication – Susie Davisson: We are working with executive admins to set up Staff Council Meet and Greets. Gen would like to have a photo of each individual from every campus who is a member of Staff Council at the Meet and Greet. Lanyards were suggested to denote members of Staff Council. The light-up paw prints that Staff Council members previously used at the Silent Auction were also suggested for members to wear. We are also working on completing flyers and having them laminated.

Ad Hoc Committee Chairs

- Makerspace Project for Those Without Homes – Stacey Bilich: I have contacted the proposal's authors; they are no longer seeking Staff Council support.
- Diversity, Equity, and Inclusion – Christy Phoenix: We are in the preliminary stage; we have looked at higher education institutions, now researching non-EDUs to see initiatives within their organization.
- Bilingual Stipend – Pam Minot: We will be meeting in April to finalize our proposal and then bring it to the main group.
- Random Acts of Core Values – Pam Minot: We have finalized the logo. We are working on an item to print through Makerspace. One nominee from each campus will also receive a Random Acts Challenge coin. Gen Northup pulled up the flyer with the QR code to the nomination form so that Staff Council members were able to view the final design. We want to promote this during our Meet and Greet events.

**New Business & Announcements (Round Table)**

Andrea Mersiovsky: The Big Star 5k and Half Marathon will be at the Frisco campus on April 9 if anyone wants to come out. They are looking for volunteers, or if anyone would like to run. There is a discount code that I can send out as well.

Gen Northup: What you do every day makes a difference. "The only place success comes before work is in the dictionary."

**Adjourn: Nancy Huff motioned to adjourn the meeting, seconded by Alicia Schulze at 4:56 p.m.**

*Next Meeting: April 8, 3–5 p.m., McKinney Campus (H101, Abernathy Hall in Health Sciences)*