

College Staff Council Meeting Minutes Thursday, May 17, 2007

Present: Shanna Sukol (Architecture), Jan Brooks (UDP), Theresa Taylor (CM), Roz Schuessler (at large), Heather Seneff (at large), Chris Moorehead (Dean's Office)

Agenda:

- **CAUP Council – Dean's Office representation – Welcome new member, Chris Moorehead**
- **Finalize By-Laws**
- **Review and approve Council web site design**
- **Staff Survey – finalize questions – post through catalyst**
- **Summer staff retreat – start planning!**

The meeting begins at 9:35 AM. Heather volunteers to take minutes. Theresa has brought an awesome coffee cake.

Chris Moorehead is welcomed as the newest member of the staff council, representing the Dean's Office. (Shanna had sent him copies of the meeting minutes, by-laws, etc. for him to read before his first meeting.)

The updated by-laws are discussed. The section on elections (Article V) had been tabled until after the meeting of April 23rd with the Dean to clarify some representation issues. The amended article of the By-laws is below:

Article V. ELECTIONS

A. Members of the Council are elected as representations of each of the four academic Departments of the College and the Dean's Office staff, with two at large members voted on by all College Staff. The term of office is one year (from January to December), with one at large member serving two years for continuity.

- The At-Large Members shall be selected with the intention of providing equitable representation for all areas of the College

B. Voting process should be determined by each unit. At large voting will be arranged by the staff council (nominations sought, ballots created, counted, and winners announced) each year in December.

C. To be eligible to be nominated and elected, staff should not be probationary employees of the College.

D. If an elected staff member can no longer serve on the Council, an election should be held within the unit, or at large, to choose a replacement, under the same rules that guide a regular election.

A vote is held on these revisions, which are approved, and Shanna calls for a vote to approve the by-laws in their final form. All approve.

Shanna notes that the April 19th CAUP Staff Council Meeting minutes, and the minutes of the April 23rd CAUP Staff Council meeting (with the Dean) were approved by the council by e-mail and distributed to Peter Rackers and the Dean.

The Council decides to switch the items on the agenda to discuss the staff survey and retreat before the website.

A draft of the survey is distributed. Chris mentions that the College is undergoing a huge “re-branding” soon and that will change the CAUP website. Theresa mentions that the UW grad college will be changing its website soon, too.

Chris asks when the survey will go out to CAUP staff. Shanna answers that we hope soon since we plan to use it to help shape the retreat.

General discussion about the survey includes Roz suggesting that some consolidation of training and activities of advisors in the different academic units could be made. She suggest that peers within the units could work together to make the College more efficient by sharing experiences. This could be useful to other peer groups within the units (admissions, payrolls). Chris comments that that sounds like “modular orientation packets” that CAUP computing tried for students. Roz commented that face-to-face orientation and interaction is important as well.

Question 1:

**My job is satisfying. Yes no
Why or why not?**

Changes: capitalize the word “no”

Question 2:

**I receive enough computer training to do my job efficiently and keep current. Yes No
I would like to see more training in application updates or new applications in:**

Changes: eliminate the phrase “and keep current” in the first part of the question and “application updates or new applications in” from the second part of the question.

There was some discussion about funding for training for college staff and who is eligible for it and where it comes from. This question in the survey may help clarify some of these issues.

Question 3:

What would you like to see from the CAUP Staff Council?

- **Plan retreats and official opportunities for staff to interact?**
- **Provide social opportunities for the staff?**
- **Participate in long term planning for college goals?**
- **all of the above**
- **none of the above**
- **other**

Change question to “What should be the goals of the CAUP Staff Council?”
Change first bullet point to read “professional” rather than “official” opportunities for staff.

Eliminate “All of the above” and “none of the above”

It was agreed that the survey will come to staff by way of the staff council website (perhaps by e-mail announcement), so that a description of the council, its goals, and its by-laws will be available to CAUP staff before they take the survey.

Roz suggests that multiple answers be allowed for this question, and all agree.

Question 4:

What do you think are effective methods of communication within the College?

- **CAUP weekly e-mail newsletter**
- **College-wide listserves**
- **e-mail within college units and departments**
- **CAUP website**
- **Staff Council website**

How could these methods be improved to be more effective?

Add an “Other” to the selections of answers. Change the second part of the question to read:

“What are your suggestions for other methods of effective communication for the College?”

Roz wonders if we should prioritize these answers, but it is decided that that is not necessary.

Question 5:

How can the College improve the introduction of new staff and faculty to the CAUP community?

Four answer choices are added:

- orientation packet
- face-to-face peer introductions
- tours
- work “buddy”/mentor

Question 6 is added to the draft: the Dean’s question from his meeting with the Staff Council on April 23rd:

“What suggestions can you offer the Dean to do a better job?”

Heather offers to type up the survey questions with these changes and distribute to Council for review. Chris offers to craft the survey (rather than use catalyst) so that it is simple and attractive. There might be more response to the survey if the staff do not have to use catalyst and their UW net IDs as an additional log-on layer.

Shanna begins the discussion on the Staff retreat this summer by passing out information on Talaris. She suggests August 23rd for the date. (Classes end on August 18th.) Theresa and Roz worry that many people will be gone on summer vacations that week (of the 23rd). Earlier in August is out of the question because of the move from Condon back to Architecture Hall.

We decide to first check with the Dean about his schedule and when he can meet with the staff for the retreat. Then we will set our dates around his availability. It is unlikely that we can find a date that everyone will be happy with or available on. We agree to go back to our respective departments and get a general idea of when people will be around this summer. Shanna will check with Sandy about the Dean’s schedule in August and September.

Talaris seems expensive to some of the Council. Jan offers to find out about the Center for Urban Horticulture (a site that the Dean mentioned as a possibility) and the prices for holding a retreat there and relay that information to us all.

Shanna will also check with Sandy about the facilitator for the retreat that the Dean mentioned: Steve Forman. What does he charge and what services does he offer, when he is available, etc. Roz suggests an alternative person, Matt Smith (who was the auctioneer for the Rome Dinner and is an actor and motivational facilitator). She can find out about his prices, availability, etc. so that we have something to compare Steve Forman to.

We all agree to meet with the facilitators before we decide to hire one.

The Staff Council website is addressed briefly. Everyone likes the work that Theresa has done on it and it is a great start. Chris offers to get it on the CAUP server soon and use the same template as the rest of the CAUP site so that it looks good.

The next regular staff council meeting will be on Thursday June 21st at 9:30 AM.

Roz volunteers to bring treats.

The meeting is adjourned at 10:30 AM.

Draft prepared
May 21, 2007