

CAUP Staff Council Meeting October 18, 2007 Minutes

Attending: Chris Moorehead, Roz Scheussler, Theresa Taylor, Heather Seneff, Shanna Sukol, Jan Brooks, JoAnne Edwards

Muffins provided by Theresa and coffee cake provided by Heather

Heather volunteered to take minutes

The meeting began at 9:30 AM.

I. Approve 9/6 minutes

Tabled for next meeting since there are several changes to be reviewed

- Shanna asks that we verify the minutes from the August 27 meeting since they are not yet on the Council website.
- The minutes from the Brown-Bag staff lunch (October 4th) will be considered “unofficial” rather than formal meeting notes; those Council members who were at the Brown-Bag will edit them and then they will be posted on the Council website

II. Re-Cap: Where are we now?

- Staff retreat and brown-bag follow-up were successful
- Online Staff Web Forum is also a success
- Staff Forum (“quarterly meeting”) with Peter Rackers is scheduled
- A date is being set for a staff meeting with the Dean for Winter Quarter

III. Schedule Council Meeting with Jeffrey Ochsner - need projector

Prof. Ochsner has requested a meeting with the Staff Council in his capacity as Associate Dean for Academic Affairs. He has been working on the “college manual” at the request of the Dean. Chris has been helping him with the project and Jeffrey wants to know what sorts of information the staff would like to see in the College manual. Shanna will see if Jeffrey can meet with us on October 25th (Thursday) at 9:30 AM in a room with a data projector.

An off-agenda discussion follows about posting Steve Forman’s report on the Staff retreat on the Council Website. Shanna’s discussion with Steve on the phone indicated that this was appropriate. And that the student notes taken at the retreat (separate from the report) could also be posted. Those will be sent to Chris for posting.

It is clear to the Council that the staff in general want more opportunities to connect with the Dean and with one another. The staff meeting with the Dean in Winter Quarter is a promising start.

The Staff Council also needs to set up a meeting with the Dean as a follow-up to the staff retreat. Shanna will contact Sandy and find out when Daniel can meet with us. We would like the meeting to be after the Faculty Retreat (Nov 17th).

Theresa reminds us that we had discussed reporting on the Staff Retreat at some fashion during the faculty retreat. Since Peter Rackers will be at the retreat (as part of the Executive Committee) as the only staff member, he would be one way to communicate with the faculty about the Staff Retreat. A brief discussion followed in which several council members commented that they didn't know that Peter would be at the Faculty Retreat, and that he may not be able to represent staff fully since he does not yet have in depth knowledge of the diverse staff in the College. Roz suggested that the Staff Council should have a representative at the Faculty Retreat. This might be something we could tackle for next year.

The Council had discussed in previous meetings the format the report should take when presented to the Faculty Retreat. The agenda for the faculty Retreat is unknown and may be tightly scheduled. There may be time only for a brief mention of the Staff Retreat and its results. Since the Staff Retreat report and notes will be available on the website, perhaps a brief statement encapsulating the important elements of the Staff Retreat could be crafted. Theresa thought a statement of a few sentences would be a good idea to present at the faculty retreat. Heather agreed and suggested that we make it upbeat and a part of the staff's desire to improve communication between College faculty, staff, and administration. Theresa volunteered to start a draft of this statement and we will all contribute to it.

When the Council meets with Jeffrey Ochsner we will ask his opinion (as Associate Dean) on how to best share this Staff Retreat information at the Faculty Retreat.

The discussion turns to the next Brown-Bag meeting with the staff. No date has been decided upon and the discussion about a good day to choose fizzled out on the Staff Web Forum. Chris and Heather encourage the council members to try the Web Forum as a communication tool.

We decided that the next Brown-Bag meeting will be on Thursday November 29th from Noon to 1:30. We will meet on other days of the week also in the upcoming months so that everyone will get a chance to attend. Heather volunteered to reserve a room and to send out an e-mail about the Brown-Bag. She will post it on the Web Forum, too. There will not be a formal agenda for

the Brown-Bag but there will be specific topics and a direction for the conversation. The main theme will be Communication Paths, which was decided at the first Brown-Bag. All of the council members will reread the minutes JoAnne took at the Brown-Bag and refine the topics of the November Brown-Bag.

IV. Plan for 2008 Staff Council - Elections?

Elections for the next staff council will be in December. Each Department will choose a representative (method up to the department). The Staff Council will arrange the at-large election. Chris suggested we try using the Web Forum's polling feature. Since there will only be one at-large member elected (as Roz will be the continuing member on the council, as per our by-laws), this method may be the most efficient.

We will bring up the elections at the November Brown-Bag and get the ball rolling.

Re-cap of tasks:

- All - revisit minutes from August 27th meeting to verify and one more round of edits on the September 6th meeting minutes
- Shanna will set up Council meetings with Prof Ochsner and Dean Friedman
- Theresa will start a draft of the Statement About the Staff Retreat for the Faculty Retreat and pass that draft along to all of us
- Chris will post Staff Retreat report and Notes on the Staff Council website
- Heather will reserve room for and announce the November Brown-Bag and its topics

Meeting was adjourned at 10:20 AM.