Staff Operations Committee Meeting
Location: IS Multipurpose Room
Date: 3/19/2019
Time: 10:00 am to 11:00 am

Attendees:
Austin Hammond, Caley Barnhart, Adam Chavez, Tiffany Goertz, Tia Parker, Sarah Kim, Melissa Robinson, Trevor Sisk, Stephen Lancaster, Rachel Hall, Janenne Pryce-Henry, Rochelle Sykes, Shobhana Chelliah

Meeting Minutes

1. Call to order and approval of agenda
   - Meeting Called to order at 10:04
   - Approval of Agenda - Caley & Janenne

2. Approval of minutes from Feb. 19th, 2019 meeting
   - Approval by Rochelle

3. Announcements
   a. Austin Hammond - Update on goals from previous committee meeting
      - Helpful Documentation for staff and new staff
        - List serv
        - Training manuals
      - Talked to Adam about SharePoint - to share info to accomplish all of these goals instead of using multiple
      - Rochelle - Microsoft Team would be a good tool
      - Caley - uses Teamworks - used for goals, contact sheets, calendars
        - Web-based, paid service. Dean’s office has an account. But Caley thinks we are trying to move away from it. It's more of a task based platform
          - Adam - will talk to Alan about creating an account or creating a sub-folder within what we have already.

4. Discussions
   - TSG has how to manuals if needed for reference. They may have one for the platform we decide on.
     a. Melissa Robinson – Standard Operating Procedure
        - Make more applicable to our committee
        - We have made slight adjustments, without changing the COI charter.
        - Keep in mind: We are not a committee for mediation (staff to staff within the college) other committees in other colleges help with that.
        - Review of the document:
          - Work on the term of service for officers. We’ll need to address with the college level committee
            - Bring this to the college about making 1 year terms
            - Janenne, how can we change what's in writing?
            - Austin - this has to be voted on, but just for the moment we can honor a 1 year term since we are just starting.
            - Rachel - we need to decide whether we want to change the charter
              - Keep “staggered” as part of it. How would this work with a 1 year term? 6 months?
Note: This applies to college level committees, not departmental

**Action Item** - Have wording separate faculty from staff committees to change the terms.
It does not say anything about specific rolls. Switching could be applicable to factor into a 2 year term.

Shobhana - We could do a "move up" type, such as VC moves into Chair roll.
We could have VC or Chair be 2 year, and the others as 1?
Rachel - VC wording could include, "Following the chair" or something along those lines.

Standard meeting times - If we want to plan on a set time, we can.
Quorum - We’re at 18 voting members, so 10 people would have to be in the meeting
No questions or concerns were voiced.

Approval on the proposals -
  3.1 - Approved
  3.1.4 - Approved
  3.1.5 - Approved
  3.5 - Rachel - How would we determine if someone is failing?
    -Austin - evidence?
    -Rachel - would a majority vote override any objection by the person in question?
    -We can issue a warning. The issue can be addressed via VC or Chair. Then given an opportunity
to correct the behavior.

**Action Item** - Vote on this - what the process will look like.
  4.1 - Approved
  4.2 - Approved
  4.3 - Approved
  4.5 section 6 - Approved

b. **Austin Hammond – Operational Review**

  Rachel - Training improvement. Manuals, something in place for new employees.
  Rochelle - each position is so different. People in these positions can write about their experience.

We can approach each department about it. Issue, we are very dispersed.
  Janenne - Departmental level would work better than college level.
  Austin - Some positions don’t sync up, so something in place, a document, that would help ease
people into the position. How can we find people in similar positions to assist with new hires. He is looking into how to
get these people together.
  Rachel suggested a “staff mentorship”

Shobhana - How do evaluations work? How do you write a good evaluation?
  Jeannene - Its been different, but mostly it's self evaluations.
  Shobhana - Referred to an old evaluation and her job description to write one up.

Adam - LT has a new website!
  Will be training the LT staff on how to access it and edit it.
  Changes applied to courses/programs, who to contact? Dr. Warren
  Austin - Inquire as to when the programs/degrees will be available. We don’t want to advertise what we don’t
yet offer
  Rachel - Help students get a realistic view of what is possible/not. Wording is important, make sure website
reflects catalog.
  Adam-wants a contact to ensure the content is up to date and accurate.

**Catalog questions** - talk with Dr. Du

5. **Other Business**

a. Setting the next meeting, discussing location/time

6. **Closing**

Caley seconds the motion at 11:04