MINUTES
MARCH 22, 2017 10:00 AM-12:00 PM HEMMINGSON LASORTA ROOM 211

MEETING CALLED BY Rachelle Strawther
TYPE OF MEETING Monthly Meeting
FACILITATOR Rachelle Strawther
NOTE TAKER Samantha Scott
ATTENDEES Rachelle Strawther, Stephanie Rockwell, Juanita Jiminez, Cory Kittrell, Jim Sjothun, Suzie Mize, Jim Simon, Carol Huston, Rachel Young, Jennifer Klein, Jeff Geldien, Samantha Scott, Angela Ruff, Dale Goodwin, guests Phoebe Oosterhuis from CCASL and Jill Yashinsky-Wortman from Center for Cura Personalis.

Agenda topics
10:00 AM – 10:15 AM COMMITTEE UPDATE/ TUITION WAIVERS ALL COMMITTEE MEMBERS

DISCUSSION Rachelle mentioned that it has been very helpful to receive committee updates from each committee. However, the tuition waiver information from the Benefits Committee needed clarification. They cannot budget for the amount of employees that will use a tuition waiver for the upcoming fiscal year, so they leverage the previous year’s budget to provide an estimate for the next year. There is no discussion of changing or modifying the tuition waiver policy.

10:15 AM – 10:45 AM ELECTION CYCLE PROPOSAL ALL COMMITTEE MEMBERS

DISCUSSION What are the current challenges with the staggered election cycle of half of the council every other year vs the uniform election cycle of electing a new council every two years. The current challenges of the staggered cycle are maintaining who is leaving the council this year vs. next year and that it is very difficult to maintain a cohesive team because we are spending a lot of time promoting the elections each year, recruiting and on-boarding. The current June elections means that there is little to no transition time for the new members and there is a lack of representation in our current council model. This is a hindrance for a formal communication pathway. How do we retain institutional knowledge? How to bring in fresh ideas/perspectives? How to use time and energy efficiently? Based on feedback from current council members, there is a need to improve our documentation for role responsibilities/historical information. The general consensus was to have a more formal on-boarding procedure for new members, to help them get involved with the council. Jeff suggested that we allow areas to hold their own elections to nominate/ elect their own representation, for a bigger buy-in. For the March meeting the goal is to decide on election structure first, so we will save the representation discussion for a summer intensive. Continuity is important, and issues get interrupted with the staggered approach. Dale is concerned that this is a communication issue and not a restructuring issue. Things that the council agree on at this time: 1) Include expectations of training/on-boarding new members and the training for officer roles. 2) Continuity of the issues and prioritization. 3) Earlier elections (promote in Feb/March, elections in April and the roles start in June). Jennifer suggested that we have the president/vice president elections on the odd years and the remainder of the council on the even years. Jeff sail that we could also build in some sort of advisory role, like an immediate past president to give advice from time to time and to help pass the institutional roles. Angela suggested utilizing the SharePoint site to help archive, and Jennifer added that we should add that to our by-laws.

CONCLUSIONS Rachelle made a call to vote: Staggered elections (current model) vs. uniform elections (replace the whole council every two years), where the members that exist in 2017 will go up for 1 year reset year. 7 voting members voted for and 3 voting
members voted **against**. The election process will change beginning with the 2017 election cycle. All voting members voted to have an immediate past president role exist for 1 year, but serve as a non-voting member. A unanimous vote to promote the election process at the spring open meeting (January/February), recruit in March, hold the election in April and have the new members start in June passed. Finally, a vote for a 1 year exception to maintain the Vice-President role until 2018 passed by a vote of 7 yes, 1 abstain and 1 no. Angela suggested that communication to the Staff about the changes to our election model is crucial.

### 11:15 AM- 11:28 AM  PARENTAL LEAVE TASK FORCE UPDATE  JILL AND PHOEBE

| DISCUSSION | The task force has met with some faculty and gained insight from their leave policy that they just implemented, facilitated open listening sessions with all staff and they are now working with HR and top Spokane companies to see what their policies currently are. There is WA state legislation and they are trying to see how that applies to public institutions. The faculty population have also suggested that the staff task force reads a book that focuses on creating a family friendly campus. A few of the task force ideas include: A semester/term of paid leave, graduated return to work, following the WA state leave models, a shared pool of leave time that people can pull from, flexibility to have employees choose the type of leave vs. institutional mandate. The task force is currently drafting pros and cons of each proposed idea, and they will return to our council with their ideas before they present to John Sklut and Kirk Wood-Gaines. Their anticipated timeline is a year of assessment and developing a secure proposal. Their previous listening sessions had low attendance, so they are going to attempt to get a larger buy-in from the community. Jill also has a meeting with Lisa Schwartztenburg two weeks to discuss the status of the task force. |

### 11:29 AM- 11:46 AM  ELECTION PLANNING  ALL COMMITTEE MEMBERS

| DISCUSSION | June will be the changeover month for this year’s flex year, and we will have an open meeting in May. Jennifer would like to help on the election council. Carol, Jim Sjothun, Satish, Dale and Gale have terms that end in 2017. Rachelle will submit the new uniform election process language to the council before she notifies the entire staff population. SAEC members must be employees in good standing and they will need supervisor endorsement. The application form to self-nominate will be on our SharePoint page and request a paragraph of interest, and that they understand that their supervisor will be contact to approve their nomination. The application start day will be April 3rd and the close date will be April 13th. The election ballot will be sent out on April 19th-April 26th. Notifications will go out on May 1st of the elected individuals. We will introduce the new members at the open meeting in May. |

### 11:46 AM – 12:00 PM  POLICY PROPOSAL  ALL COMMITTEE MEMBERS

| DISCUSSION | The first meeting of the PCAC included John Sklut, Shanae Giroux, Brian Steverson, Deena Presnell and about 6-7 additional people, including Stephanie. Stephanie said that they discussed the flow of this new proposal, and the decision of whether each policy is a legal issue vs. a department issue, or if it is a university wide vs. department issue. The role of this group is to take policy proposals and then ultimately decide to “approve” the policy on to the cabinet or administrative layer. The draft workflow policy is still in discussion, and this first year is a trial year of the drafted policy. The trial period has started and there are some policies that are under current advisement (mostly finance/budget policies). They have a website for the policy, but the communication plan is still in the works. Angela mentioned that this sponsor model sounds like “Congress” and that we may have to politic to our area VP to help get a policy approved. |

| CONCLUSIONS | Rachelle will ask the group if the Faculty Senate President and the Staff Assembly President can serve as a sponsor in addition to the VP layer. |