MCSC Minutes

October 26, 2011

Crest Room, 9am

Present: Cathy Tester (District B), Wayne Darling (District C), Ben Bruno (District D), Valerie Costello (District E), Jenn Pottinger (District F), Jackie Doty (District J), Ken Pierce (District K), Arabella Holzapfel (District L), Patti McCaffrey (Member at Large), Drew Macan (Human Resources), Laura Carotenuto (Human Resources), Heather Stafford (Human Resources), Robert Kerin (Guest)

Unable to attend: Naomi Neff (District A)

Committee Reports:

- **Community Council**: At their recent meeting, Community Council brainstormed possible agenda topics for the year on Oct. 10th. Dean of the College, Shirley Collado, (Co-Chair) and Janet Rodrigues ’12 (Co-Chair) are finalizing the agenda for the current semester.

- **HR-6**: This Staff Council – Human Resources committee met on October 17th and was joined by Michael Ulibarri, Manager of Human Resources at the Monterey Institute (MIIS) so he could see how HR and staff interact at Middlebury. He said MIIS does not have an equivalent committee to HR-6, but they do have a Staff Advisory Group that functions at MIIS similar to Staff Council here. Human Resources is currently reviewing the format of performance evaluations with the Vice Presidents. The committee also discussed how Banner can be best used to track training. The printed version of MiddPoints (now being distributed to break rooms in Dining and Facilities Services areas) was also discussed. Cheryl Mullins will be visiting an upcoming HR-6 meeting soon to discuss whether there can be options to TIAA-CREF for employee retirement investments. Sheila Andrus will be invited soon to describe the upcoming management training.

- **Publicity and Events**: Four people attended the bicycle maintenance workshop; poor attendance was probably the result of multiple conflicting events and other factors.

- **Safety and Environment**: Progress is being made on the thermal comfort issues that MCSC presented to Tim Spears in August. (Since the October 26th meeting, Tim has alerted MCSC that he would like to present a report at an upcoming MCSC meeting; that is being scheduled.)

**Holiday Food Drive**: Last year, MCSC helped coordinate a campus-wide food drive. Discussion of what to do this year resulted in the following suggestions:

- Solicit help for the food drive campus-wide
- Ask the administration for appropriate support (in publicizing, etc.)
- Ask the Education In Action unit whether there would be student help available to transport the collected food to the food shelves.

It was decided that Wayne will draft appropriate messages for this.
Print MiddPoints: A printed version of the MiddPoints blog is now being distributed by Human Resources to the break rooms and other common areas used by staff members in Facilities Services and Dining Services. Patti reported that Dining staff members were very grateful to see these. During discussion about wider availability of print versions, it was pointed out that a printable version can be obtained by pressing the “RSS Posts” button on the blog. (The display will vary by browser [Internet Explorer vs Firefox vs Safari, etc.])

Staff Council survey results and follow-up: Much of the meeting discussion was devoted to a discussion of the administration’s help with and response to the Staff Council survey. The following points were made during the discussion:

- There was very good cooperation between MCSC and the Office of Planning and Assessment in formulating, distributing and analyzing the survey.
- President Liebowitz responded very quickly, calling a meeting of the MCSC Executive Committee to meet with him a few days after the survey closed and results were available.
- It was clear from survey comments that there is a need for more uniform supervision across campus. This has been a known issue and President Liebowitz said that management training for all of the supervisors on campus is planned for early in 2012. Drew described the basic outline of that management training: President Liebowitz and all of the Vice Presidents will go through the five days of training in mid-January and then will provide feedback to the trainers. Following that, there will be four groupings of supervisors – a Monday group, Tuesday group, and so on; the Monday group will have training each Monday for five weeks, the Tuesday group on Tuesdays, and so on. Doing it this way means that at the end of the first week, for example, all of the supervisors on campus will have received the first module of training and so peers will be able to support each other in putting new understandings into practice.
- We discussed the upcoming district meetings that are to be jointly hosted by Staff Council reps and Vice Presidents. There was discussion about what elements should be included. It was decided that Arabella would schedule a meeting for later in the week for interested MCSC reps to structure the district open meeting format and/or content.

Student-Staff Partnerships: Kat Nagel ’12 and Sarah Barnhart ’12 joined us to describe their idea of establishing a Student-Staff Partnerships (SSP) program at Middlebury College. Based on a similar program at Swarthmore, an interested student would be paired randomly with an interested staff member at the beginning of a semester. The student and staff member would meet with each other every couple of weeks, and the program would host banquets at the start and end of the semester. They had asked to attend a Staff Council meeting to present their idea and asked if Staff Council could convey a survey to staff members on their behalf. We agreed to do so. (That email message went out on November 1.)

Meeting adjourned at 10:34