

DRAFT

MCSC Minutes

Wednesday, July 11, 2012

Crest Room, 9am

MINUTES

Present: Naomi Neff (District A), Cathy Tester (District B), Wayne Darling (District C), Brook Escobedo (District D), Valerie Costello (District E), Jenn Pottinger (District F), Jackie Doty (District J), Ken Pierce (District K), Arabella Holzapfel (District L), Ashley Calkins (Member at Large), Drew Macan (Human Resources), Laura Carotenuto (Human Resources)

Minutes from June MCSC meeting and retreat were approved

**Committee Reports:**

- **Community Council** on hiatus
- **HR-6 now consists of:** Ellen Usilton, Heather Stafford, and Erin Kilpeck from Human Resources in addition to MCSC members Ken Pierce (Chair), Jackie Doty, and Arabella Holzapfel. A meeting will be set up in a month or so.
- **Publicity and Events:** August 15: golf tourney
- **Safety and Environment:** This committee was charged to determine whether there is or needs to be a policy regarding cold-weather problems (e.g. when heating systems fail, etc.)
- **Elections:** no action necessary until next April
- **Professional development:** now consists of Brook Escabedo (Chair), Ashley Calkins, and Wayne Darling. A meeting will be scheduled.
- **Compensation/Benefits:** now consists of Wayne Darling, Naomi Neff.

All of MCSC's standing committees, except HR-6, are open to any interested staff members. SC reps will send an email asking for interested members in the near future. Also, the latter two committees will be added to future MCSC meeting agendas.

**Old Business:**

**Staff Council survey:** MCSC met with Susan Baldrige on Monday, July 9. Ken will send out comments from last survey regarding how to improve the survey so that feedback can be incorporated into this year's survey. We will definitely do another survey this fall, but may re-evaluate next year and begin doing one every other year. During the Monday meeting, Susan expressed concern about timing, so this year's may happen a bit earlier than last year's. Her office will have draft of new survey to MCSC by early August. There was a lot of discussion about district/VP. It was decided to have a drop-down menu so the individual filling out the survey can select their Vice President. This will make it easier for the Vice Presidents to get results targeted

for their areas, and will also be a test of the effectiveness of 'waterfall communication' since the management training earlier this year. (Specifically, will most people be able to identify which Vice President oversees their work unit?) We need to decide what options to look at for "What MCSC should work on...". Timeframe: meet again in early to mid-August; the survey will be sent out September 17<sup>th</sup> and will close September 28th.

**Thermal comfort policy:** There has not been a widely-emailed announcement, but the new policy is up on the web - [http://www.middlebury.edu/about/handbook/misc/thermal\\_comfort](http://www.middlebury.edu/about/handbook/misc/thermal_comfort) - and there has been training of supervisors in Facilities Services and all staff members in Dining Services. MCSC reps will include a link to the new policy in the next update that goes out to our districts.

### **New business:**

**Speaker suggestions:** We discussed the possibility of inviting guests to upcoming MCSC meetings to provide an opportunity for staff members to learn more about the college's endeavors. Some ideas brought forward:

- Dave Donahue regarding the college's outreach to the wider Middlebury and Addison County community
- SGA student president regarding what are the biggest issues for students;
- Faculty Council leadership regarding biggest issues for faculty;
- Charlotte Tate or someone from MIIS to describe current activities with Monterey;
- Center for Social Entrepreneurship/ MiddCore/Liz Robinson;
- The new Midd farmstand (Francisca Drexel);

We also talked about perhaps having casual lunches with college leadership to promote stronger relationships. It would be a good idea to tape (at least audio-tape, if not video) the Staff Council meetings that feature guests. It was pointed out that staff members have release time to attend MCSC meetings, and we need to make sure that is stated on upcoming agendas.

**MCSC and other Standing Committees:** we will need to recruit members for president-appointed committees and also MCSC-overseen committees. Details of what and how many are being worked out.

**Benefit distributions/ mandated retirement:** A question from constituent in District B regarding distributions of benefits for retirees was discussed. It was decided that HR-6 would be the best option for addressing this.

**BaseCamp** – Cathy set MCSC up in BaseCamp. (BaseCamp is a project management tool used by College Advancement.) She walked us through an introduction to BaseCamp. The objective is to have a more central place to track our projects (e.g. survey, elections) and craft agendas using its "Writeboard." We will try it out for about three months.

**Compensation:** The MCSC Executive Committee and Compensation/Benefits committee will meet with Drew on Friday. There was discussion about what that conversation should include. We decided it would be good to add bonuses – specifying criteria, transparent process, worthwhileness – to the agenda for the Wage/Salary Committee.

**Staff Council webpage:** Cathy will send out link. Goals and committees will be updated. She has links to new wage levels. Keep link to Tim's blog? It was pointed out there should be a link to update emergency contact information. Also, we need to bring history forward from 2003. Agendas will no longer be kept online. We can use BaseCamp for further improvements.

The meeting was adjourned at 10:34.