COUNCIL MEMBERS IN ATTENDANCE:
Erica Boyd (by phone and in person), Kristen Cason, Truly Hardemon, Meghan Jacobsen, Doug Martin, Matt Picket, Mauren Piucco, Amanda Starling, Lyndle Toth

AGENDA ITEMS:
A. Council Bylaws
B. Suggested Topics/Goals for the Term

MINUTES:
Lyndle Toth, President, took the first few minutes to greet the council and provide an overview of the agenda and goals for the meeting. She then opened the floor for discussion of the Council Bylaws

COUNCIL BYLAWS:

ELIGIBILITY: IS SIX MONTHS LONG ENOUGH IN SERVICE TO EFFECTIVELY SERVE ON THE COUNCIL?
The Council members discussed the relative pros and cons of having a six-month minimum for eligibility to the Council. The Council agreed to monitor how the membership works in practice during this term and come back to potential eligibility issues after evaluating any issues that actually arise.

GOAL 1: PROMOTE COMMUNICATION BETWEEN STAFF AND ADMINISTRATION TO PROVIDE AN AVENUE FOR THE OPEN EXCHANGE OF INFORMATION, PERSPECTIVES, AND ISSUES RELEVANT TO THE COLLEGE
The Council members discussed various avenues for meeting this goal. It was agreed that areas that have structured staff meetings would use those to open doors and provide avenues for open exchange of information. The Council also had a consensus opinion that it might be worthwhile to initiate an online “suggestion box” for staff to submit their ideas. Lyndle will discuss the possibility of the online submission form with Dean Perri at her next scheduled meeting with him.

GOAL 2: GENERATE OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT TO AID IN STAFF RETENTION AND ENSURE A STIMULATING WORK ENVIRONMENT (WHICH ALSO ENCOMPASSES SUGGESTED TOPICS/GOALS FOR THE TERM)
The Council members discussed avenues for facilitating professional networks among staff performing similar functions, and building support networks to assist staff with learning new job duties, mapping the training required for certain functions, educating staff and supervisors on the training requirements and mapping avenues for career advancement. Key themes were:

- Developing inter and intra-departmental professional and peer-to-peer mentoring networks through targeted staffing lists, targeted “social” networks, and targeted meetings to leverage institutional knowledge and make role transitions easier for those who enter new jobs
Facilitating informal venues for those with similar job functions to spend time together and form meaningful connections

Facilitating an understanding of the paths and training required for career development among and between staff and supervisors, so that training opportunities receive the maximum attendance and support

The potential for hosting a staff fair and a way to kick off the shift toward developing inter and intra-departmental professional and peer-to-peer mentoring networks

The Council will discuss these themes further at its next meeting.

**NEXT MEETING:**

June 6, 2017, 10:00am to 11:00am ET

These minutes were approved by the Council on May 4, 2017