

Staff Advisory Group Steering Committee Meeting: January 24, 2018

In attendance: Rebecca Shepard, Lisa Quimby, Idalia Sepúlveda, MJ Lynn, Candace Hairston, Lilly Routledge, Amanda McEnery, Lori Dawson

Agenda

1. Approval of minutes (12/2/2017 meeting) – minutes approved
2. Sexual Misconduct/Reporting Subcommittee update: Lilly, Rebecca, Lisa
 - a. Policy information is on the HR website, although relevant information is scattered across several documents. The subcommittee has questions regarding specifics for staff. Lilly will send out links to all of the online information (attached at the end of this document).
 - b. The subcommittee will be meeting with Saytra Green from HR on Wed. 2/7 at 2pm at the Spa.
 - c. Compiled list of questions:
 - i. Who are staff advocates, how are they selected, and what training do they receive?
 - ii. Is Wellspring available for employees? (Rebecca consulted with Mariel Martin. Mariel said that Wellspring is also available for employees.)
 - iii. Regarding mediation for a complaint, who mediates? Is it someone from HR or an external group hired by the College?
 - iv. Is everything online up to date?
 - v. Can we put together a pamphlet for staff/employees similar to what students receive?
 - vi. If anyone thinks of additional questions, please send them to Rebecca.
 - d. During development of the sexual misconduct policy for students, there were community discussions, and much of the feedback was incorporated into the policy.
 - e. It was suggested Joel Aure (Title IX Coordinator) may be a good person to consult, as he may be working on revising the policy.
3. Professional Development/Upward Mobility Subcommittee Update: Candace, Marjoram, Amanda
 - a. The administrative leave policy is on HR website. A maximum of four staff are granted administrated leave per year.
 - b. Mariel Martin has been approved for administrative leave, and is willing to come talk with us about it.
 - c. Notes and questions:
 - i. What are faculty being offered and how does it compare to staff? Is it actually equivalent to faculty sabbatical?
 - ii. Some other school require 6 months employment rather than 6 years
 - iii. What keeps staff here and happy?
 - iv. Is there a focus on progress with specific role (there may be resources on campus for this) or advancement in degree (may be difficult in a small school

- like Skidmore)? Could staff take courses at other institutions, being allowed time off and having some percentage of tuition cost covered?
 - v. Even though staff can take Skidmore courses, they can be difficult to access. The staff member must have approval from their direct supervisor and their one over supervisor. There can also be resentment within department.
 - d. The subcommittee will communicate with similar schools and aspirant schools to compare policies.
4. Proposed rules for open meetings (see below)
 - a. Rules listed below generally approved – community meeting guidelines
 - b. The meeting guidelines posted on the SAG website seem outdated. They to combine group structure and operation, which should be separate. Rebecca and Lori will revise these and send them around to the steering committee.
 5. Steering committee membership: roles, expectations, etc.
 - a. A few steering committee members have not been very active recently. We will contact them to see if they are still interested in participating in the steering committee.
 - b. Steering committee members have volunteered for various roles, such as meeting facilitator, recorder, scheduling, etc. Regarding open meetings, the facilitator may rotate, depending on who invites the guest speaker.
 6. Upcoming meeting dates/times
 - a. Candace will contact Kristie ford regarding an open meeting, possibly during the week of 2/26. We will have refreshments.
 - b. The next steering meeting will be scheduled before the open meeting, possibly week of 2/12. Candace will send a doodle poll.
 7. Additional items
 - a. A possible end-of-year de-stressing event for staff was discussed.
 - b. Have wellspring come and present to staff?

Links reviewed by the sexual misconduct/reporting subcommittee:

[President's blog from 2013](#) with updated links

[Equal Employment Opportunity, Diversity, and Anti-Harassment: Policies and Procedures](#) – Exempt & Nonexempt employees

[Equal Employment Opportunity, Diversity, and anti-harassment: Policies and Procedures](#) - Faculty

[Anti-Harassment Overview of Policy and Procedures Brochure](#)

[Sexual and Gender-Based Misconduct Resources and Information](#) – Anonymous Reporting Form

Rules for Open Meetings

Listen actively -- respect others when they are talking.

Speak from your own experience instead of generalizing (use "I" instead of "they", "we" and "you").

Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas.

Step Up, Step Back --Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice. However, make sure you are not taking up too much space in the conversation.

Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.

The goal is not to agree -- it is to gain a deeper understanding.

Be conscious of body language and nonverbal responses -- they can be as disrespectful as words.

Take what you learned, not what you heard --People may share personal stories, so it is important to not share those personal stories with people outside of the space. However, it is appropriate to share what you learned from being in the space.