

People and Culture Council - MEETING MINUTES



Meeting Date: April 11, 2025

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| Members in Attendance | Council Co-Chairs: | Members: | <input checked="" type="checkbox"/> Melissa Padron |
| | <input checked="" type="checkbox"/> Melissa McCormack | <input type="checkbox"/> Csea Leonard | <input checked="" type="checkbox"/> Stephanie Murphy |
| | <input checked="" type="checkbox"/> Sarah Steidl | <input type="checkbox"/> Sunny Olsen | <input checked="" type="checkbox"/> Sue Goff |
| | Recorder: | <input checked="" type="checkbox"/> Ashley Sears | <input type="checkbox"/> Amber Steele |
| | <input checked="" type="checkbox"/> Alex Lam | <input checked="" type="checkbox"/> Maria Sorrentino | <input checked="" type="checkbox"/> Adam Wickert |
| | Leads: | <input type="checkbox"/> Dejuan Tanner | <input type="checkbox"/> Michelle Baker |
| | <input checked="" type="checkbox"/> Julia Nicholson | <input type="checkbox"/> Jennifer Pope | <input checked="" type="checkbox"/> Tina Francisco-Evans |
| | <input checked="" type="checkbox"/> Kattie Riggs | <input checked="" type="checkbox"/> Aundrea Snitker | <input type="checkbox"/> Miranda James |
| | <input checked="" type="checkbox"/> Shirlee Miller | <input type="checkbox"/> Laura Thede | <input checked="" type="checkbox"/> Bill Fricke |
| | <input checked="" type="checkbox"/> Casey Layton | <input type="checkbox"/> George Burgess | <input type="checkbox"/> Mark Devendorf |

| Topic/Items | Category | Notes | Decisions/Action Items |
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| 1. Welcome and Introduction of New Member | <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information | Melissa McCormack introduced the new HR Director, Shirlee Miller. Shirlee introduced herself and the group did introductions for her. | |
| 2. Charter Update | <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information | Sarah Steidl brought forward a proposed addition to the council charter from Adam Wickert. The group clarified that it was an addition (not a replacement) and the change was affirmed. | Addition to the charter was affirmed |
| 3. Sub-Committee Updates | <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information | Organizational Learning Sub-Committee is working on knowledge management solutions for the college. This work includes process information for current college employees and DOES NOT include public-facing information (website) or internal department information. It was clarified that IR's systems audit is not related but will be discussed as an overlap in the work of the sub-committee. It was also clarified that this work is not intended to address employee or student records. It is noted that record retention rules related to process information needs to be | Policy Sub-Committee's Proposal for Purview and policy template will be added to |

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| | | <p>explored. Additionally, potential solutions will need to comply with the new ITS policies being worked through</p> <p>Policy Sub-Committee created a proposal for purview of the group. They hope to bring this purview forward to the appropriate group (People & Culture Council or Oversight Group). The purview outlines what the group is and is not responsible for. There was a conversation about where this document needs to go for approval – the group discussed that it should be approved by the People & Culture Council at an open meeting. It was determined to add this to the May agenda for an official vote. The group is also working on a policy template for polices overseen by this group. This template has been given to the oversight group for feedback and will go to other spaces as well. The group is also reviewing board policies to map them onto the most appropriate council.</p> <p>Wellness Sub-Committee hosted a Wellness Cafe that went very well. It was a test to have it next to another event to garner more participation. The group has decided to collaborate with a student-run wellness event by tabling at the event. The group is also working on finalizing a charter/cornerstone document to guide the work of the group. The group is also discussing what connections between the group and other college recognition/wellness initiatives like Clackademy Awards. The Wellness Sub-Committee does not currently have a defined budget.</p> <ol style="list-style-type: none"> 1. Revising and Finalizing Subcommittee Charter. 2. Still figuring a large/small scale and formal/informal employee recognition strategies. 3. Held a successful Wellness cafe event- still looking to do an event on Harmony and Wilsonville. 4. We have submitted an application to host a table at the ASG Wellness fair. <p>Melissa highlighted that while things feel messy and imperfect, all our groups are doing work that is important. The challenge remains communication around that work and limited capacity.</p> | <p>May agenda for an official vote.</p> |
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| 4. Climate Survey & Our Council | <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information | <p>The group discussed that People & Culture was taking on part of the follow-up work from the Climate Survey. However, some pieces do not belong in the council. Examples include the project management of implementing the survey (which lives in IR) or specific work areas with identified action items (HR service delivery, department chair workloads, etc.). The plan is to have a conversation about what this council might take on during our next Fall retreat. The group discussed the role of the council in keeping groups accountable to the work we are not responsible for.</p> | |
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