

King's College Staff Council Minutes

August 8, 2017

The King's College Staff Council Meeting met in the Lipo Room on August 8, 2017. Kelly Lettieri called the meeting to order at 9:08 am. Members in attendance included:

Kelly Lettieri	Jared Menghini	Fr. Tom Looney
Cheryl Nardone	Mimi Murphy	Ashley Stevens
Mary Jo Deno	Rebecca Shortes	Maura Modrovsky
Eric Grego	Kristin Fino	

MOTION TO ACCEPT THE July 12th MINUTES:

Approved by

Jared Menghini and Cheryl Nardone. All in favor, no opposed, no absentions.

Items of Discussion

1. Performance Evaluation Presentation – Kristin Fino
 - a. The Supervisors were updated in June
 - b. It was recommended by Middle States to have a more robust evaluation
 - c. Evaluated what worked and what did not work on the evaluations
 - d. Kristin Fino met with Supervisors in July
 - e. Supervisors will begin evaluations August 21st through September 22nd
 - f. N/A will be added to every section with exception of goals from last year
 - g. New 3 scale Evaluation Form will be used (no longer use a number system)
 - i. Meets expectations
 - ii. Needs improvement
 - iii. Exceeds expectations
 - h. Continue to look for feedback and try to find the best time of the year to do the performance evaluations
 - i. Compensation
 - i. At the April Board they announced a 2% raise still pending final board approval at the October Board of Directors meeting
 - ii. Looked at market competitiveness and King's College Staff will received a fifty cent raise prior to the 2% raise. This is all pending approval at the October Board of Directors meeting
 - iii. Upon approval the raise will be given out in November and will retroact to July 1st
2. Student Conduct Panel Representatives

- a. Bob McGonigle is accepting applications to fill 2 positions
 - b. John McAndrew and Reyna Logsdon volunteered to be the representatives
 - c. Staff Council voted and accepted
 - i. Motion accepted by Rebecca Shortes and seconded by Jared Menghini
3. Budget Update
 - a. Send receipt for Josie's Italian Ice to Tom Graber. Josie's will be provided at the Kingsminster dog show which is sponsored by the Staff Council
4. Fall Welcome
 - a. The Fall Welcome will be on August 24th
 - b. The procession was well received last year
 - c. New students will be presented with a Red and Gold book during their FYE class
 - d. The books will be blessed by Fr. Jack at the Fall Welcome
5. Human Resources Employee Handbook Update / Suggestions
 - a. Kristin Fino is tracking updates
 - b. Staff Council to be put on Human Resource Page explaining what is Staff Council
 - c. Updating a number of policies
 - d. Information has to be brought up to date. Example: We have an agreement with Wyoming Seminary but it needs to be noted in handbook
6. Kingsminster
 - a. Will be held on August 16th at 2pm in Monarch Court
 - b. Registrations are slowly coming in
 - c. All donations will be given to the S.P.C.A
7. Christmas Tree Lighting Ceremony
 - a. A planning meeting will take place in the coming weeks
 - b. Getting various groups involved including the Staff Council Social Committee, faculty, student government, student activities, athletics, etc.
8. Committee Updates
 - a. Social Committee
 - i. Kingsminster will be held on August 16th
 - ii. Health and Wellness Fair in October
 - iii. Tree Lighting Ceremony
 - b. Professional Development
 - i. Eric Grego, the Chair Elect will head this committee
 - c. Service Committee
 - i. Will meet in August
 - d. Compensation & Benefits
 - i. Kelly Lettieri will be heading the Compensation & Benefits
9. Division Updates
 - a. Academic Affairs
 - i. Academic Skill Center – Pete Charney
 - ii. Graduate Asst. – Alyssa Conner
 - b. Campus Ministry
 - i. Two new Holy Cross Priest have joined King's College
 - ii. Emma Gallagher was hired
 - c. Student Affairs
 - i. Fall sports are moving back on campus and preparing for the upcoming season

d. Enrollment Management

- i. Hired 2 new counselors and 1 roadrunner
- ii. Shiloh Young has resigned and her position has been posted
- iii. Donna Cerza has resigned and her last day will be August 31st
- iv. Jared Menghini will be the Financial Aid Interim Director

Meeting was adjourned at 10:08am by Eric Grego seconded by Kristin Fino.

Next Meeting will be held on September 13th.