January Staff Assembly – Meeting Minutes

January 15, 2025

**January Department Spotlight – Student Life**

*Name, Title, and Office Location*

* Cari Cyr, Director of Student Involvement, 3rd Floor Fels
* Maya Pullin, Area Coordinator for Shamie, Located in Shamie
* Brittany Watson, Area Coordinator for Copper Beech, Olsen, and Kuppenheimer, Located in Copper Beech
* Sam Whitikaer, Area Coordinator for Budleigh, Remillard, and North and South, Located in Remillard
* Lindsay Bartlett, Director of Counseling Services, Located in South Hall
* Kyle Levere, Part-time counselor, Located in South Hall
* Jamaris, Admin Assistant to Health and Counseling, Located in South Hall
* Rachel Silk, Part-time counselor, Located in South Hall
* Jessie Chenier, Director of Health Services, South Hall
* Alex Cross, Dean of Students, 3rd Floor Fels
* Jess Ryan, Assistant Dean of Student Life, 3rd Floor Fels
* Averie Bye Dickerson, Events and Operations Coordinator, 3rd Floor Fels
* Devin Kindred, Director of Residence Life, 3rd Floor Fels
* LaDawn Johnson, Coordinator of Student Belonging, 3rd Floor Fels

**IT Updates – Steve Groff**

* Campus Calendar – ready to launch!
  + Craig Brady is preparing a document to outline the launch – should be ready by end of January
  + Shoutout to Craig, Heather, and Justin for their work on this
* Security Awareness Training
  + Utilizing Arctic Wolf for training – currently only has a 41% participation rate
  + Please encourage your teams to participate
  + Discussing incentives to increase participation
  + This training is expanding to students beginning in the fall
  + In the fall, we will be moving to a different vendor (i.e. – no longer Arctic Wolf)
* Change in reporting platform that is utilized internally
  + New system is called Argos and will be implemented/migrated by the summer
  + Replacing Business Objects
* Getting close to the launch of the Nichols Go app
  + Consolidating with the Hub website
  + No longer will be a mobile app
  + Has been beta tested with IT and students involved with SGA
  + Ideally will be ready in about a month
* New person on IT staff – Sandy Lee
  + Replacing Jackie Baker’s responsibilities
  + Has been here for two weeks

**Career Fair – Beth Gionfriddo**

* Career Fair is Tuesday, February 18, 2025 from 2:00 – 4:00pm
* Seeking volunteers for student check in, greeting employers, doorway management/pep talks, floaters
  + Reach out to Liz Horgan if you are interested and available to volunteer
* Listen to Beth’s new podcast! Check out her Linkedin post

**CARE Team Data from Fall 2024 – Alex Cross**

* CARE Team members: Alex Cross, Janet Newman, Devin Kindred, Colleen Bousquet, Jess Ryan, Lindsay Bartlett, Jessie Chenier, Steve Wojnar
* Snapshot of 2024
  + 74 cases received/55 individual students/5 students that were particularly needy
  + Of the 55 students, all but 9 returned for the spring semester (78% retention)
  + Case management approach
  + Please continue to utilize Nichols.edu/care to submit concerns

**New Employee Mentor Program, W2s, and Other HR Announcements – April Girardin**

* Please refer to April’s email and sign up to be a mentor! Thank you to those who volunteered – we are still looking for more
  + Need to have worked here for two years to be a mentor
* If you are considering working one day remote, please be sure to fill out those forms with your manager
  + It needs to be cleared between you and your direct supervisor and then sent to HR for their records (HR does not need to approve, just needs the record)
* Staff Development Fund is available and is being utilized, but we are approaching the 25k cap for this fiscal year
  + If you would like to utilize the fund, please connect with HR
  + The max that you are allowed to use is 1k
* Employee Assistance Program (EAP) has lots of different resources and it is a free resource to utilize
  + 3 free sessions provided for mental health concerns and assistance in finding a counselor
* Benefit in BCBS – HealthyMe program
  + Free app – will send you a free FitBit to keep track of your steps
  + You can turn your steps into cash (up to $100 a quarter, $400 a year)
* Weight loss and fitness reimbursement benefits are available – reach out to April if you are interested
* HR newsletter – send in a nice note about a coworker for the February newsletter to show the love for Valentines Day (please keep your message short and sweet)
* W2s are available electronically in PayCom and will only come in the mail if you opted in to receive physical forms
  + Should be available in PayCom starting next week
* Upcoming Dates
  + Wellness Fair on April 15 in Daniels
  + Kuppy Breakfast on April 9 in Daniels
  + Open enrollment in May

**Athletics Updates – Janet Newman**

* Winter Staff/Faculty Home Games:
  + Friday, January 31 at 5:40pm = Women’s Ice Hockey vs. JWU (Levy Rink)
  + Friday, March 28 at 7:00pm = Men’s Volleyball vs. Southern VA

**SAVE THE DATE: All Campus Meeting: Tuesday, February 11 at 3:30pm in Davis 205/207**

Reminders:

* Please continue to use the anonymous reporting form on Hub.Nichols.edu (Staff Council tab to share ideas, concerns, and feedback)
* Staff can also email the Staff Council Steering Committee at [staffcouncil@nichols.edu](mailto:staffcouncil@nichols.edu)
* More information about the elections process coming for the February meeting