Staff Assembly – Meeting Minutes 3/19/25

**Technology Platform Workshop Survey – KMP and ACES Tutors**

* ACES tutors will be pulling together workshops on topics of interest for staff training
* Topic ideas include Excel, PowerPoint, Canva, OneDrive, Calendly
  + IT is also going to work on pulling together trainings/documents for key areas that the campus needs

**IT Updates – Steve Groff**

* The improved Hub has launched
  + Please submit an IT ticket if you have any questions, concerns, or ideas for improvement
* A change has been launched in how we approach passwords – please see the I.T. notices that have been sent out
* Almost ready to launch the new security platform (replacing Arctic Wolf)
  + Same structure with brief trainings, quizzes, etc.
  + Hoping to launch before the next staff assembly meeting
* Information security policies are in the process of being updated – stay tuned for more information
* Windows 10 is becoming obsolete – everyone will be updated to Windows 11 by October
  + Some may need new machines to support Windows 11 – IT will contact you if this is the case
* Working on a customer satisfaction survey – hoping to be out before commencement to gather the feedback from faculty, staff, and students
* Working with Marketing on a new website – plan is to launch January 2026
* Please complete Arctic Wolf trainings if you haven’t – we have a poor engagement percentage at about 40%

**PACT: Bison Give Back Day – Averie Bye-Dickerson**

* Thursday, April 24 on the Copper Quad from 5 – 8pm
* Field Day, minute to win it challenges, food, prizes
* In support of the Friendly House Youth program
  + This is an after school basketball program for youth in Worcester
  + Raising money to provide them with backpacks, water bottles, socks, snacks, etc., along with their membership requirements
* Please encourage students to participate and help promote this event
* Would also appreciate monetary donations to this cause
* This event follows commencement rehearsal

**Housing Lottery Info – Devin Kindred**

* Housing lottery for returning students begins in a couple of weeks
* April 2nd – deadline for returning student housing application/roommate selection
* Res Life is assisting with helping students find roommates – especially when they need a full group to fill a suite
* April 14th is lottery week – students pick their suite/room
  + Students will be assigned a date/time for their lottery
  + Only one student per roommate grouping needs to be present for the lottery
* Res Life also has made an FAQ guide for students to follow when applying for housing
  + Applicable for new and returning students
* Students cannot participate in the housing lottery if they are not registered or if there are holds on their account
* Please see the resources that Devin sent out to assist students in the housing process
* Here is a [link](https://forms.office.com/Pages/ResponsePage.aspx?id=47oGPfTPxkOCXZYXWCKlg7Lffk6HqHNCvAh4C7ScgE9UOTVEWVZLTTNJQlU1WkdNUUpTMEEwTUZIVy4u) for Roommate Support to share with students

**IWL Updates – Leslee Ruggeri**

* Wednesday, March 26 – 1:00 – 3:30pm: Empowering Women of Nichols Symposium
  + Open to staff, faculty, and students
  + Please encourage female students to attend
* Women’s Resource Group
  + There are 5 spots open for the Drive Confidence program – there will be a raffle for the 5 free faculty/staff spots
  + There will be a link sent out to enter the raffle

**The Graduate School Updates – Jessica Mriglot**

* March 25 at 12:00pm – Graduate School Open House
  + Come check out what options and programs are available
  + In perfect timing with the May 5th start date
* Now is the really big push for the +1 program – please send any interested students to Jess
  + Please push this to any students that might be interested/might be a good fit

**HR Updates – April Girardin**

* Wellness Fair – April 15
  + Stay tuned for some fun new programming this year!

**Faculty/Staff Games – Beth Gionfriddo**

* Two games next week to attend
  + March 26 – Women’s Lacrosse (attend after the Women of Nichols Empowerment Symposium!)
  + March 28 – Men’s Volleyball
* There are baseball and softball games coming up in April – there is a raffle to throw out the first pitch
  + Enter the raffle if you are interested in this!
  + The winners will be announced March 31

**Staff Council Updates – Janet Newman**

* Elections are next month for the open staff council positions
  + You can self-nominate or nominate someone else
* Nominations will be open before our next meeting in April
* Elections will be held after commencement (mid-May)
  + Results will be announced in June
* The finance team will be holding a basic training for budget managers (post-commencement)

**Event Reminders:**

* Empowering Women of Nichols Symposium is on Wednesday, March 26th from 1-4:40pm in Fels
* Spring Admitted Students Reception = SUNDAY, April 6th
* Don’t forget to RSVP by March 31st for the Staff Appreciation Breakfast on Wednesday, April 9th at 9am in Daniels
* Bison Give Back Day is Thursday, April 24th after the Commencement rehearsal clap out in front of Daniels Auditorium.
* Don’t forget to volunteer for Commencement duties on May 3, 2025 (contact Maureen Butler for more information)
* Employee Appreciation Day is Friday, May 9th
* We have added a May Staff Assembly meeting on Wednesday, May 21st at 3pm in Davis 201/203 or Teams.
* As you start to plan your summer vacations, don’t forget to save the dates for the New Student Summer Orientation sessions:
  + Session A = June 11-12 (Wednesday – Thursday)
  + Session B = June 16-17 (Monday – Tuesday)
  + Session C = June 21-22 (Saturday – Sunday)

**Spring Staff & Faculty Home Games:**

* Wednesday, March 26 @ 4PM – Women’s Lacrosse v Wentworth
* Friday, March 28 @ 7PM – Men's Volleyball v Southern VA
* Tuesday, April 1 @ 4PM – Men's Lacrosse v Endicott
* Tuesday, April 8 @ 3PM and 5PM - Softball doubleheader v Clark
* Friday, April 11 @ 3:30PM – Baseball v Johnson & Wales
* Saturday, April 12 @ 2PM – Men's Tennis v Curry

**Open Forum:**

* Registration Reminders: Registration starts on March 31 for rising seniors, April 1 for rising juniors, and April 2 for rising sophomores
* Online classes can be registered for at the same time as day classes – this is a new process this year
* Please be sure that each department is represented at all Orientation dates this summer
* Be sure to have your department catalog meeting with Ashley Ottman scheduled ASAP
* Tuesday April 15 – Academic and Student Life Awards. Please come support!
* CARE team reminder – please submit a report for any students you may have a concern about
* 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).