Staff Assembly – Meeting Minutes

Thursday, April 18, 2024

**I. Update on Bylaws**

* Janet provided an update on the status of the bylaws (hopefully being approved at the May Board meeting)
* Will be shared with the full staff following approval
* Thank you to Kristen, Maureen, Beth, and Kathy

**II. Upcoming Campus Events**

* **Beth Gionfriddo**
  + Bison Fest (April 20 – 21)
    - Bison Appreciation Day, Mini Golf, Hypnotist Show, Nichols After Dark
    - Food Trucks on the Quad - Spring Weekend Concert (tickets are still available)
    - Campus Golf Scramble on Sunday
  + Monday April 22 – SGA stepping up ceremony, 4pm Conrad Hall
    - First generation college graduate ceremony at 5pm, Fels Lounge
  + May 1 – 3rd (Senior Week/Senior 48)
    - Brunch, field day, quad, baccalaureate, first night last night event
  + May 2 – Graduate Hooding Ceremony
  + Baccalaureate – May 3rd
    - Might need help wrangling the crowds to walk over the Hill into Athletics
    - Beth and Cari are looking for volunteers to help with senior 48
  + New Student Orientation
    - June 13 – 14
    - June 17 – 18
    - June 21 – 22
    - All student overnight sessions, last session parents can stay overnight
    - June 3 – 12 OL Training
    - Schedule will be shared with staff in advance
* **Liz Horgan**
  + REAL Symposium – April 23
    - Full day or programming
  + REAL Format
    - No classes happening on Tuesday
    - Over 100 students are presenting
    - Email from Maureen available to reference with the schedule
    - 20+ faculty and staff presenting too
    - Staff, please come to these sessions – especially try to fill the alumni session
* **Kevin Chetwynd**
  + April 25 – Bison Give Back Day
    - 5 – 8 pm
    - Supporting Sherry’s Place, a charity supporting families impacted by childhood cancer
    - Food, games, prizes
    - Bison battle – non-stop mini games
    - Open to the public to attend
* **Brynn Stevens/Admissions**
  + New Hub launches for the incoming freshman students on May 2nd
  + Fully integrated through Slate
  + New student check list items include things like registering for orientation, course preference survey, housing survey, etc.
  + Thank you to all of the departments for their help collaborating!
* **Dean Roussel**
  + The College Tour
    - On Campus shooting from April 29 – May 3
    - Amazon prime TV show
    - First undergraduate business college to be featured
    - Only three Massachusetts schools have been featured
    - Airs in October
* **Maureen Butler**
  + Maureen needs volunteers!!!
    - Could use another 10 volunteers for Commencement
    - Saturday May 4th at 8:30am
    - Please fill in the form to sign up for commencement

**III. Community Updates**

**Open Enrollment**

* Opens May 1 – May 31
* Behind with our insurance renewal, been in lots of conversations about how to move forward with our plans
* Information should be shared next week
* Active enrollment – every person needs to participate, even if you are keeping your coverage the same
* You have to renew your FSA every year
* Open enrollment in Paycom is very easy
* April is offering 1-1 support sessions if you need help with this process

**Employee Appreciation Day**

* Thursday, May 9
* Olympic games – doesn’t require any physical/athletic ability
* Breakfast, Olympics, lunch, awards
* Please have your teams formed by next Friday, April 26
* Teams need to be between 6 – 8 people

**Tuition Increase and Bill Payments**

* In the past, we have allowed students to register for courses even if they haven’t paid their bills. That is not going to continue going forward.
* Incoming freshman don’t know anything different
* Bills go out May 1 and are due July 1
* On July 15th, they will get a notice that their bill is overdue
* By August 1st, if your bill is not paid, student accounts will be calling the students to determine if they can pay and/or make payment plans
* Might be difficult for returning students because before, this was not anything that was enforced
* This holds true for any athletes or anyone else who is moving in early
* If any students have any questions, please direct them to student accounts
* A letter went out in March to current students and families to explain this to them and to explain the increase in tuition
  + Tuition increase due to inflation and to better align with other AACSB accredited institutions

**IT Updates with Steve Groff (CIO)**

* Accomplishments
  + Cyber security awareness programs (please be sure you are taking these, participation is lower than desired)
  + FAFSA processing
  + Doubled campus internet capacity
  + Relocation of IT Help Desk back to the basement
  + Implementation of VR headsets and software (utilized in Effective Speaking course to practice public speaking)
  + Partnered with financial operations to discuss Ellucian Colleague usage
    - Consultant providing recommendations soon
  + 3D printing available on campus
  + IT savings in renegotiated infrastructure upgrades
* Plans
  + Partnering with Athletics for a new software called TeamWorks to streamline the Athletics recruiting process
  + Upgrading printers and classroom PCs (subject to funding)
  + Colleague and Canvas improvements on the horizon
  + Double residence hall internet capacity
  + Freshman laptop program continuation
  + Nichols Go app is going away – looking to introduce a new and improved application
  + Potentially expanding security awareness training to students (subject to funding)
  + Digitalizing paper records

**Two Minutes of Tech with Craig Brady**

* Answers.nichols.edu 🡪 knowledge base and you can search for things you need
* A helpful start before opening a help desk ticket
* Ring Central – can text without using your real number
  + Craig will be hosting focus groups about Ring Central feedback (strengths, weaknesses, etc.)
  + App is available to use on your cell phone

**Campus Calendar – Janet Newman**

* The conversation continues
* Please share your ideas and feedback with the staff council on how we could organize this
* IT is going to brainstorm on a platform that might be useful

**Committee Proposals**

* Campus Calendar Committee
* Process & Policy Improvement Committee
  + Docfinity, calendar, etc.
* Party Planning Committee
* Staff Retention/Mentorship Committee
* Please share your ideas!
* Let us know if you want to be involved in anything

**IV. Open Forum Discussion**

* When a new hire starts, please send an email to welcome them and include their photo, title, and office location
* Liz Horgan has an excellent onboarding process for new hires, so please consider getting some advice from Liz!