Staff Assembly – Meeting Minutes

November 20, 2024

* **November Department Spotlight – DOFM**
  + Facilities is broken up into 4 main areas:Ground operations, physical plant, mail room, and conferences/events
  + **Meet the team!**
    - Justin Dolan – Director of Facilities Management, 13 years
    - Rick – grounds supervisor, 18 years
    - Matt– grounds team, 4 months
    - Kelli – assistant to VP and facilities office management, 10+ years
    - Chris – grounds team, 4 months
    - Matt – grounds team, one year and a half
    - Eric – maintenance tech, one year and a half
    - Heather – conferences and events, 3+ years
    - Deena – mailroom supervisor, 2 years
    - Marco – painter, 13 years
    - George – plumber, 22 years
    - Don – physical plant supervisor, 17+ years
* **Retention Initiatives – Mauri Pelto**
  + Ongoing connections with faculty and staff are so important for students
    - Ex: Kris Leduc held “cupcakes with Kris” as an event to forge connections
  + Retention is a momentum game
  + Please continue to actively engage with first-year students especially
* **Connecting Students – Kris LeDuc**
  + Meet students where they’re at
  + Looking to develop social skills and emotional maturity amongst students
  + Kris created an event to connect 12 students that she thought would get along well together – Cupcakes with Kris
    - Extremely successful with developing friendships
  + Important takeaway – create opportunities and facilitate ways for students to forge connections and develop friendships in whatever capacity you can
  + Create connections/partnerships with other faculty and staff on campus to encourage these activities
* **Health Services – Jessie Chenier**
  + Cold and flu season is ramping up
  + Please make sure to refer students to health services (especially for tracking purposes) – continue to refer students so health services knows the current campus climate
  + Health services needs to know when students have the flu, COVID, pneumonia, etc.
* **Career Fair – Beth Gionfriddo**
  + Career and internship fair – please send organizations/connections that might be hiring to CPDC so that they can invite them to participate
  + Date: February 18, 2025 (2 – 4pm)
* **Winter Clothing Drive and RA/OL Nominations – Devin Kindred**
  + Residential students can apply to stay on campus over Thanksgiving break
  + Food insecurity concerns – students will be given a bag of items to cook
    - Devin will check to see what items could be useful if you would like to donate to this cause
  + Winter Clothing Drive – collecting coats, scarves, gloves, etc.
    - Ongoing, but ideally bring your materials in after Thanksgiving
    - These will be provided to students in need of items (facilitated through counseling services)
    - Winter coats are the priority
  + Student leadership application – RA/OL
    - Application will go live December 2nd and are due February 5th
    - Please send your nominations to student life (students will be notified that they have been nominated to apply)
* **DECA – Katie Laquidara**
  + Nichols is hosting the district DECA competition on campus, January 8th and 9th, welcoming 1600+ high school students across Worcester county
  + Please consider volunteering to be a judge! Link will be included in the email
  + Reach out to Katie or Mauri if you have any questions
* **New Student Onboarding Updates – Brynn Stevens**
  + New student HUB – onboarding spring students goes live tomorrow
  + Many departments are involved in the new student onboarding process
  + Overhaul of the new student hub is in the works for Fall 2025
* **HR Updates – April Girardin**
  + Women’s Resource Group – roundtable discussion in the IWL on December 12th
    - Topic: Imposter Syndrome
    - Calendar invite forthcoming
    - Reach out to Darcy or Leslee if you’d like to be receiving these communications
  + Holiday Party – December 17th, 4 – 6pm in Fels Main Lounge
  + Vision Van – December 9th, 8am – 3pm
    - Need a minimum of 25 appointments in order for this resource to be free
    - Please make an appointment and attend! Email HR ASAP if you can’t attend your appointment
    - Please book in the next week or so – only 12 appointments booked so far
  + Dress Code – please review the handbook for proper dress code attire
  + Working from home – please fill in the application and get it to your manager, VP, and HR (even if you had a prior agreement in place)
  + Timesheet reminder – still due next Friday (salaried employees can approve as early as Tuesday)
  + Mentor Program – rolling out in January
    - Mentors assigned to employees with 6 – 12 months here
    - Interested mentors will be asked to sign up with HR
* **Graduate School Updates – Robin Frkal**
  + The graduate school is a strategic business unit
    - Helps with reputation, support college operations, generates revenue
  + Grad school’s mission and brand pillars mimics the College’s mission and brand pillars
  + The graduate school is much more than the +1 program
    - Majority are traditional students
    - There is also the Executive MBA program and a partnership with AAF/Wolf
  + Enrollment goals – grow traditional by 1% over the next 5 years and maintain +1 enrollment to 25% of the junior class
  + Enhanced +1 recruiting strategy
  + New Master’s of Mental Health Counseling Program – Fall 2025 will be the pilot class
  + High touch in-person recruiting
  + Tonight at 5:30pm in Fels – ribbon cutting ceremony celebrating 50+ years of the graduate school!
  + Targeted digital marketing campaigns
  + Corporate partnership program
  + Please complete the educational benefits survey (link included in email)
* **Open the Doors Initiative – Janet Newman**
  + Monday, December 2nd
  + Sign up for a slot to hold the doors for students on their first day back to classes after Thanksgiving break! It will make their day. 😊
  + Sign up genius link included in email
  + Feel free to wear your name tags

**Winter Faculty/Staff Home Games:**

* Friday, Dec. 6 @ 5:40pm = Men’s Ice Hockey v Wentworth (Levy Rink)
* Tuesday, Jan. 7 @ 5:00 and 7:30pm = Women’s and Men’s Basketball v UHart
* Friday, Jan. 31 @ 5:40pm = Women’s Ice Hockey v JWU (Levy Rink)
* Friday, Mar. 28 @ 7:00pm = Men’s Volleyball v Southern VA

**Staff Council Steering Committee Updates:**

* 2025 Election Timeline = will begin in late March
* Spring Semester Staff Assemblies – monthly on Wednesdays at 3:15?
* Access to Paul Murphy
* 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.