

Accomplishments of the Staff Council in 2020-21

1. The Staff Council met formally twice monthly with additional meetings as needed to prepare for the monthly staff meetings.
2. Developed initial key principles for the Staff Council.
3. Developed a Staff Council email address and website.
4. Identified four recurring themes for staff: 1) organizational structure, management and decision-making in the School; 2) communication; 3) staff involvement in the strategic direction of the School; 4) return to on-site work concerns.
5. Developed/disseminated two surveys for staff to address two of the above themes - the organizational structure of the School, management and decision making and communication. Additionally, three staff meetings were dedicated to addressing these issues.

Outcomes from the surveys and staff meetings include:

- a. the establishment of a new quarterly meeting hosted by the Office of Academic Affairs introducing staff, processes and timelines;
 - b. the establishment of a Staff Directory by Jeremy;
 - c. the establishment of a Knowledge Base for sharing information, announcements, Q&As and guides and a guide request form to address common information gaps;
 - d. developed suggested email etiquette principles (on intranet);
 - e. addressed bullying issues, established a JSIS bullying policy and implemented a grievance procedure.
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6. The final staff meeting was dedicated to input from staff on return to on-site work concerns. A key outcome from this meeting was the development of a new and more flexible policy for Fall Quarter hybrid work schedules.