

Recent Staff Forum Achievements & Accomplishments

- Implementation of the Berea College Community Strengthening Initiative (BCCSI), a program supported by the Administrative Committee (AC) which allows staff to take advantage of the unique offerings of the College and the learning environment of the community in which they work. BCCSI encourages supervisors to allow staff members to attend at least one college programming event (for example, Convocation, athletic events, theatre events, events sponsored by Centers, etc.) per month as part of regular job duties. More information about BCCSI can be found here: <https://www.berea.edu/staff-forum/berea-college-community-strengthening-initiative-bccsi/>.
- In December 2018, Staff Forum hosted then Mayor-elect of Berea, Bruce Fraley, as part of a meeting focused on bridging the gap between the college and larger community.
- Through work with the Executive Committee, the Staff Forum Advisory Committee has worked to change the membership of the Staff Forum so that both Co-Chairs of the body are immediately recognized as members of the General Faculty Assembly (GFA) because of their leadership positions. The Advisory Committee has also worked to make the terms of Co-Chairs more clear as part of the Staff Forum Charge, and has also worked to remove a requirement that employees interested in running for the position of Co-Chair will have to submit a written statement detailing why they want to run. For more information, see the proposal housed here: https://secure.berea.edu/executive-council/docs.2018-2019/December_4_2018/12.pdf.
- Development of a staff forum webpage, including anonymous forms to submit concerns to various constituents. For more information, visit: <https://www.berea.edu/staff-forum/>.
- Development of a standardized electronic professional development request form, now used across all divisions. For more information, visit: https://bera.qualtrics.com/jfe/form/SV_byhY7UzY7DXsZ7L.
- Development of improved group infrastructure and record keeping, including minutes of each staff forum meeting and agendas for each meeting. To see these agendas and meeting minutes, visit: <https://www.berea.edu/staff-forum/meeting-materials/>.
- Implementation of a protected summer labor meeting time.
- Implementation of invocation by a staff member of the Campus Christian Center at the beginning of each Staff Forum meeting, similar to each meeting of the General Faculty Assembly, after staff voted on including this in each of our meetings.
- Working directly with staff to generate ideas for future topics of focus for the staff forum and then asking staff to rank each of the topics generated by importance. For more information, visit: <https://secure.berea.edu/staff-forum/docs/january2018/18.1.26SFPPPT.pdf>.
 - As part of this work, staff members requested more information about on-campus resources that could be valuable to members of the LGTBQIA+ community, as well as more information about staff on-campus resources. For these lists, visit: <https://www.berea.edu/staff-forum/staff-campus-resource-lists/>.
 - The February 2018 meeting of the staff forum meeting was focused on the issue of mental health resources for faculty/staff, one of these generated ideas.
 - In addition, Heather Schill, Staff Liaison to the Board of Trustees, continues to report to the Board about campus issues from the viewpoint of staff members. Megan Hoffman, Faculty Liaison to the Board of Trustees, reports on issues from the viewpoint of the College Faculty. These presentations will be reported back to faculty/staff via time at the General Faculty Assembly (GFA) meeting and Staff Forum.
- To better simplify the selection of staff Division as part of the professional development fund request form, a document has been created that lists which departments, offices, or programs fall within each

Division. You can find that document here: <https://4efrxppj3711sgsbr1ye6idr-wpengine.netdna-ssl.com/staff-forum/wp-content/uploads/sites/30/2021/09/Division-List-9.2.21V2.pdf>.

- Staff Forum has been working hard during the COVID pandemic to make meetings accessible to everyone both on- and off-campus. Before the pandemic itself, Staff Forum had been offering a virtual option during the meeting time for folks to watch when they could not leave their work area. Since the pandemic, the body has made changes to allow even more people to attend and participate in meetings, including:
 - Going all-virtual for meetings by utilizing Zoom.
 - Continuing to update the Staff Forum webpage with agendas, minutes, and presentations given at meetings. You can view these materials here: <https://www.berea.edu/staff-forum/meeting-materials/>.
 - Recording these meetings and posting them on the Staff Forum webpage for later viewing by staff members who cannot attend Staff Forum meetings. You can view these recordings here: <https://www.berea.edu/staff-forum/meeting-materials/>.
- In addition, Staff Forum has worked during the COVID pandemic to create a culture that is more transparent in terms of COVID policy, staff feedback on this policy, and questions from staff members about this policy.
- When Eastern Kentucky, a place near and dear to many staff at Berea, was affected by floods in March 2021, the Staff Forum posted information on their webpage to let folks know how to donate to organizations throughout the region working on flood relief. For more information, visit: <https://www.berea.edu/staff-forum/eastern-kentucky-flood-relief-info/>.

Responses to Anonymous Feedback Received

Request to implement a “Training Tidbit” at each Staff Forum Meeting

Response: The Advisory Committee has agreed to allot time for a training tidbit at all future Staff Forum Meetings where there is an idea for a training tidbit to be presented. The Advisory Committee is currently soliciting more ideas for future tidbits like this. To submit your ideas for these tidbits, please visit: https://berca.ca1.qualtrics.com/jfe/form/SV_0TcMBbG06sN4PBj.

Concern about the Requirement Asking Staff Members to Submit Reports after Receiving Professional Development Funding from Berea

Update: Currently, staff not in the Academic Division are required to submit a brief report after receiving professional development funding and completing the event said funds were meant to be used toward. Staff within the Academic Division are not required to submit this type of report.

Question about Employee Purchase Program for Laptops/computers

Response: Berea College currently only offers the Dell Discount program to employees looking to purchase laptops/computers. More information about this program can be found by logging into the MyBerea portal with your Berea credentials, clicking on the “My Accounts” tab, and navigating to the box labeled, “Discounts.” Just click the “Dell Employee/Education Purchase Program,” to learn more.

Request for Longer Window for Voting on Election Days

Response: Since this concern was submitted, the time allowed for voting on Election Days has been officially doubled in the Employee Handbook. The original time allotted was one hour. However, employees now have two hours to vote on Election Days. The official updated policy appears in the Employee Handbook here: <http://catalog.berea.edu/Current/Employee-Handbook/Staff-and-Administrative-Time-Off-Benefits/Time-Off-to-Vote-in-Elections>.

Update on the Chronicle's Great Colleges to Work for Survey

Response: This update was given by Steve Lawson at the October 2017 Staff Forum Meeting and is now available on the Staff Forum webpage. In addition, small focus groups concerning the results of this survey will be occurring for both exempt and nonexempt workers in spring 2018. For more information, visit: <https://secure.berea.edu/staff-forum/docs/october2017/GreatCollegesToWorkFor.pdf>.

In addition, an email was sent by Steve in September 2019 asking staff to complete a Qualtrics survey related to the annual employee review process. Listening sessions about this same issue were held in the Fall 2019 term.

Request for FERPA Training

Response: A PowerPoint detailing FERPA for all Berea College employees can be found here:

<https://secure.berea.edu/staff-forum/docs/FERPA/FERPAPPT.pdf>.

Just use your Berea College credentials to log-in.

In the future, Staff Forum is hoping to co-sponsor an in-person training. The Office of the Registrar (<https://www.berea.edu/registrar/>) is also looking into possibly purchasing video tutorials to help train different demographics on-campus about this issue. For more generalized information, please visit this page: <https://www.berea.edu/registrar/ferpa/>.

In addition, a FERPA Quick Guide was added to the staff forum webpage recently. To access this guide, [click here and login to view the new FERPA Quick Guide document](#) from the Office of the Registrar.

Request for Students to Receive Replacement Face Masks

Response: Do you think your students need replacement fabric face masks? If so, simply fill out the handy PPE request form hosted by Facilities Management. They have plenty in-stock and you can pick them up nearly anytime. <https://www.berea.edu/facilities-management/covid-19-ppe-supplies/>.

Sending Feedback to the AC

During the pandemic the Staff Forum has received lots of feedback targeted toward the AC concerning COVID policy and/or flexible work options. These comments have all been forwarded to the AC for review. A response has been requested from AC concerning these comments. Feedback included in these messages to the AC covered topics such as:

- Remote work options
- Promotions
- Availability for PPE for students
- Feedback about recent segments at Staff Forum meetings
- On-campus gatherings
- COVID policy changes
- Childcare concerns
- COVID vaccination requirements
- COVID quarantine policy
- Shared staff spaces on-campus

Other Anonymous Feedback Topics In-Process:

Other Feedback Topics for Future Work:

- Request for Information about How Inclement Weather Decisions are Made

- Request for Flexible Schedules for Wellness Activities
- Concern about Staff Compensation for Teaching Academic Courses
- Request for a Work-From-Home Policy
- Request for a Workshop that Details how to Change Position Descriptions
- CDL Closures and Staff with Children
- Break Rooms On-campus for Employees
- Winter Break Closure for Staff (More Days Off Over the Holidays)
- Grace Period for Allowing Staff to Participate in Wellness/THRIVE Programs