



All Staff Meeting, January 24, 2019

Approximately 60 people in attendance.

Meeting convened at 2:05 pm.

1. Welcome and Greetings from the Staff Council Chair: Eric Eickhoff, Associate Director of Alumni Relations

2. Mission Moment: Ryan Armsworthy, Director of Total Rewards, Human Resources Department, shared his experiences in working in Jesuit higher education. He also announced that the H.R. Department will soon be embarking on a staff compensation study.

3. Crisis and Risk Management at JCU: In response to a staff request submitted through the Staff Council Feedback form, Brian Hurd, Director and Chief of JCU Police Department, and Garry Homany, Director of Regulatory Affairs and Risk Management, were asked to speak at the meeting to review emergency procedures for University employees. Information on these procedures can be found at these websites: <http://sites.jcu.edu/css/> and sites.jcu.edu/emergency.

Among their key points, employees should dial **1234** for on-campus issues rather than dialing 911 because JCU PD officers have firsthand knowledge of the campus and can generally get to a campus location more quickly than University Heights police. JCU PD will relay calls to 911 when warranted, and will always coordinate with local authorities. Additionally, JCU has a trained student EMS team to respond to medical emergencies. Mr. Homany noted that the University takes a proactive approach with a Threat Assessment Team that meets regularly. Employees should report suspicious behaviors or individuals in distress to him. Imminent threats should always be reported to JCU PD.

Chief Hurd reminded staff that campus alerts will be sent via JCU email. Mr. Homany noted that as long as employees have a cell number listed in Banner, they are automatically signed up to receive emergency text alerts; no additional action is needed.

4. Human Resources Updates: Jennifer Rick, Assistant Vice President of Human Resources, announced the following new H.R. team structure and responsibilities:

- a. Jennifer Rick: Assistant VP, HR Strategic Plan, HR Policies, Employee Relations
- b. Ryan Armsworthy: Director of Total Rewards, Benefits Design & Administration, Leave Management, Retirement
- c. Brandi Mandzak: Human Resources Generalist, Employee Relations, Training and Development, Performance Management
- d. Leslie Beck: HRIS Analyst, Employee Data Requests, H.R. Website Management, Benefits Changes
- e. Tori Stoeckinger: Human Resources Associate, Recruitment & Talent Acquisition, Onboarding, JCU Fit Wellness Program

Ms. Rick also reviewed the newly revised University travel policy, and the non-discrimination and non-harassment policies already in effect. She encouraged staff to participate in the [2019 Go Move](#)

[Challenge](#), which commences February 1. Lastly, she announced that JCU has been named a "Healthiest Workplace."

5. **Women of Carroll:** Chelsea Gerken, Alumni Engagement Assistant, reported on the University-wide celebration honoring 50 years of co-education at JCU. She said that students suggested the celebration, and encouraged all women to participate by submitting their stories. A week-long celebration will take place March 22-26, with various events in conjunction with the Center for Service and Social Action and several student organizations.

6. **Higher Learning Commission Visit:** Todd Bruce, Assistant Provost for Institutional Effectiveness and Assessment, reviewed preparations for the upcoming HLC campus visit. A community forum will be held on Wednesday, January 30 at 2:00pm in preparation for the February 11-12 visit. Additional information can be found [HERE](#).

7. **Staff Council Bylaws Changes:** Eric Eickhoff announced passage of two modifications to the Staff Council bylaws, effective in the Spring 2019 election cycle:

a. The Vice Chair of Communication and Assessment role is amended, with the responsibility of Assessment being given to the Chair-Elect. The new Communication Committee will be comprised of the Vice Chair and two members-at-large.

b. The Vice Chair of Diversity, Equity, and Inclusion position is created, with responsibility for coordinating the Employee Resource Groups.

8. **Staff Feedback:** An anonymous submission was received questioning why all staff members were not included in a recent professional development opportunity.

9. **Staff Council Committee Reports:**

a. **Communication and Assessment:** John Ambrose reported that Staff Council Newsletters will continue monthly, and encouraged staff to use the [Council website](#) as a resource. Feedback is always welcome via email or the [online submission form](#). The committee will focus on assessment this spring.

b. **Community Building and Recognition:** Lisa Ramsey reported the following upcoming events are planned:

Friday, February 1 - First Friday Coffee Hour, 8:30am-9:30am, CSDI Lounge

Tuesday, February 5 - Happy Hour, 5:30-7:30pm, Scalper's Sports Bar

Thursday, February 15 - Lunch Hour: Death by Chocolate, 12pm-1pm, Location-TBD

Friday, March 1 - First Friday Coffee Hour: Elections information, 8:30am-9:30am, Location-TBD

Wednesday, March 13 - Lunch Hour: Fish Fry, 12pm-1pm, Location - TBD

Tuesday, March 26 - Happy Hour, 5:30pm-7:30pm, Slyman's Tavern in Orange

Friday, April 5 - First Friday Coffee Hour: Meet the Candidates, 8:30am-9:30am, Alumni Lounge

Thursday, April 25 - Lunch Hour: FOOD TRUCK! 12pm-1pm, Keller Commons

Tuesday, April 30 - Happy Hour, 5:30pm-7:30pm, City Works in Pinecrest

Friday, May 3 - First Friday Coffee Hour, 8:30am-9:30am, Location-TBD

c. **Membership, Governance and Finance:** Brendan Dolan reported the committee has completed its annual bylaws review, as well as budget request and allocations. It is beginning annual preparation for elections, with the following timeline:

March 1: First Friday Coffee Hour Information Session on Elections

March 1: Request for volunteers/nominations; online form is distributed via email

March 20: Deadline for Nominations

April 5: First Friday Coffee Hour: Meet the Candidates Gathering
April 8: Voting Begins; online form is distributed via email
April 23-24: Voting Results announced via email; winners posted to Staff Council website

d. **Mission and Advocacy:** Brandi Mandzak reviewed upcoming events planned for Ignatian Heritage Week, beginning January 28, and encouraged all to participate. She also asked those interested to apply for the Campus Colleague program. The committee held a non-supervisory listening session in November, with a supervisory session planned later this Spring.

e. **Recognition:** Salo Rodezno issued a Save-the-Date for the 4th Annual Staff Council Recognition and Excellence Awards, Thursday, May 23, 2:00pm-3:30pm. Details about the nomination process will be shared on InsideJCU in March. Four awards will be presented: New Staff Member of the Year Award, Staff Member of the Year Award, Saint Ignatius of Loyola Leadership Award, and the Archbishop John Carroll Award for Learning.

f. **Employee Resource Groups:** Eddie Carreon shared the ERG's that are available and their leaders:
Q@JCU Co-Leaders: Salo Rodezno & Eddie Carreon
Staff of Color ERG Co-Leaders: Sloan Cargill & JP Gaulty
Working Parent & Guardian ERG Leader: Brendan Dolan
Millennials ERG Co-Leaders: Chelsea Gerken & Bernell Nevil
Generation X ERG Co-Leaders: Brent Russ & Ross Carbone
Baby Boomers ERG Co-Leaders: Connie Brooks & Patti Taylor

10. **Campus-Wide Committee Reports:**

a. University Strategic Planning Group (USPG): Eric Eickhoff reported the committee has focused on budget tactics, has agreed to support the ERGs, and is making preparations to launch the next Strategic Plan for 2020-2025.

b. University Committee on Admin. Policies (UCAP): Eddie Carreon; fall semester focused on policies surrounding sponsored research; this semester, the committee is looking at two policies in particular: pets on campus, and the consumption, possession, and use of alcohol on campus.

e. University Committee on Educational Policies (UCEP): John Ambrose; two policies are currently open for comment through February 18; one is policy on incomplete grades, the other a policy on midterm grades.

11. **Staff Community Service Award:** Congratulations to Dr. Kyle O'Dell, the winner of the 2019 JCU Staff Community Service Award; the Celebration of Service Award Ceremony will be held Tuesday, January 29 at 4:00pm in the Dolan Atrium.

12. **Upcoming Staff Council Meetings:**

2pm-4pm, Murphy Room, Lombardo Student Center on March 14 and May 9
All Staff Meeting: 2pm-4pm, Donahue Auditorium, Dolan Center on May 23

13. **Open Forum:** Brandi Mandzak thanked staff for attending the open sessions for provost candidates.

Meeting adjourned at 3:09pm.