



Meeting Minutes
11/16/2016 | 3:00 PM | Murphy Room

Attendees: Rory Hill, Andrew Fronczek, Eric Eickhoff, Brian Hurd, John Brautigan, Eddie Carreon, Troy Field, Megan Wilson-Reitz, Connie Brooks, Adam Green, Samantha Cocco, Julie Myers, David Wong, Jane Evans, Mary Ann Hanicak,

Absent: Lisa Brown-Cornelius, Marianne Cicirelli, Salo Rodezno, Debbie Nixon, Courtney Farver, Ruta Marino, Jamie Spitznagel

1. Call to Order & Opening Comments

- a. Past minutes were approved.

2. Submitted Items

- a. S. Cocco has three posted items.
- b. We will post the questions that haven't been answered yet, so staff can see that it's in the process of being answered.
- c. *"Our department is in the process of electing a new department Chair. Staff members are not allowed an official say in this process. In our department, the staff supervisor is the Chair and it would make sense that staff should have an official vote in the process. While we do not want to diminish the faculty votes, we would like to see fair treatment and staff opinion weighed in addition to the faculty's opinion. What can be done to change this outdated and unfair policy?"* **R. Hill has a meeting to consult with Faculty Council Chair on this as well as to discuss planning for a joint FC/SC program.** Answer may be posted on Staff Council website.
- d. *"I wanted to offer feedback around Housekeeping Recognition. As an outside contracted service, they are not members of Staff Council, but working closely with them, I think they would benefit from recognition that could be sponsored by staff council. October 2nd is national custodial appreciation day and historically Reslife and the Manager of Facilities have provided recognition for the staff, but our housekeepers extend much further than just the Residence Halls. I think as we evaluate recognition that we consider a staff council sponsored event recognizing this day or some recognition day for housekeeping staff (perhaps decorating their office doors like we do for homecoming or something similar, providing a lunch?) etc."*
 - i. Suggestion to invite their participation in Staff Council events.
 - ii. Ed Peck offered to fund a recognition event for them as part of Ignatian Heritage week in January.
 - iii. Although they are contract employees, some have been here for decades.
 - iv. Is there an easy way to get the word out to contract employers about events that can be passed along to employees? Suggestion to post flyers and email area managers.
 - v. **E. Eickhoff offered for his committee to add them to their milestone anniversary recognition program.**
 - vi. **As a Council we will continue to discuss this.**
- e. *"Can Human Resources explore how to help staff and faculty take advantage of the Public Service Loan Forgiveness Program offered through the Department of Education. This program assists in forgiving partial to COMPLETE student loans for anyone who works at qualifying not-for-profit institutions, like JCU."*
 - i. **B. Hurd will discuss with HR.** Answer may be posted on Staff Council website.

- f. *“Sharing the names of new employees and apprising us of people who are in new positions at JCU is valuable, so thank you for that. How about informing us when people leave the university? It’s understandable that there are privacy concerns, and that the reason for separation should not be communicated. However, absent some type of notification to the campus community, news like this is left to the rumor mill, or people find out months later that a person is gone.”*
- i. HR provided a partial answer to this question but **B. Hurd will press them to see if we can share** the simple fact that employees have left the university – not reasons why, end dates, etc.

3. Committee Updates

- a. Membership, Governance, and Finance – D. Wong
 - i. Staff Council has spent under \$2,000 thus far.
 - ii. A 3-year budget through 2018-19 has been submitted.
 - iii. Staff Council O:/ drive folder is operational and all vice chairs have access. This will serve as a document archive.
 - iv. Faculty have been invited to the HR morning socials.
 - v. Vice chairs are again asked for Constitution updates.
- b. Staff Development – M. Hanicak
 - i. This Week in Higher Ed continues; a recent discussion was held about how space affects student learning environments.
 - ii. M. Hanicak encourages more Council members to attend.
 - iii. Council members suggested it to be moved to a non-Friday weekday so more staff would be interested in attending. Many departments have staff lunches on Friday. We have the budget to pay \$8 for lunch rather than \$5.
- c. Communication – S. Cocco
 - i. Newsletter just went out.
 - ii. Webpages are being updated.
 - iii. All-staff email went out today.
 - iv. Staff service award invitation will go out next week.
 - v. Committee will meet soon to go over assessment results and constitution amendments.
 - vi. Next newsletter will also include a call for restaurant suggestions for happy hours.
- d. Staff Recognition & Community Building - Eric
 - i. Came in under budget for last happy hour.
 - ii. Still doing postcards for staff anniversaries.
 - iii. Confirmed January happy hour – November had to be cancelled.
 - iv. Cavs game reservations are coming in.
 - v. Awards will have an April 1 deadline. E. Eickhoff will work with Jeanne Colleran to explore ways to promote better awareness university-wide.
- e. Mission, Advocacy, and Orientation – B. Hurd
 - i. B. Hurd would like to appeal for the Campus Colleagues program in the next newsletter.
 - ii. B. Hurd has been serving on the policy review committee.

4. New Business – Discussion of Policies

- a. Tobacco Free Campus
 - i. The Student Union passed a resolution this week calling for a Tobacco-Free Campus. They have asked us to support.
 - ii. R. Hill sent out a policy statement draft for us to review.
 - iii. This is legislation we would pass for ourselves and then pass as our recommendation.
 - iv. All state schools and many other institutions have passed this; other major institutions have also done so. There are many issues to consider, including other nicotine products, designated smoking areas, campus visitors, enforcement, contract employees.
 - v. Council crafted and unanimously voted to approve the following statement: **“We, the members of the JCU Staff Council, endorse the development of a cross-divisional task force, representative of all campus constituents, to be formed to evaluate a policy regarding John Carroll becoming a tobacco-free campus.”**
 - vi. **R. Hill will take this to Rich Mausser for further discussion.**

- b. New FLSA Regulations
 - i. Mission committee has been considering providing a space for discussion for employees affected by FLSA changes.
 - ii. John Scarano has offered to help facilitate as a pastoral presence.
 - iii. This has not been done before and sets an interesting precedent for Staff Council.
 - iv. Discussion of who should be invited/allowed to attend. Suggestion of separate meeting for supervisors whose employees are affected.
- c. Staff Council Retreat
 - i. Strongly urged to hold a day of retreat for constitution review, strategic planning, etc. Suggested to do this for January.

5. Upcoming Meeting Dates

- a. Staff Council meeting: January – day, time, location TBD. May coincide with retreat day.
- b. All-Staff Meeting: will be discussed at January Staff Council meeting.

6. Adjournment