

STAFF COUNCIL

JOHN CARROLL UNIVERSITY

Staff Council Meeting Minutes
9/7/2017 | 2:00 PM | O'Dea Room

Attendees: Carol Alderman, John Ambrose, John Brautigam, Lisa Brown Cornelius, Eddie Carreon, Marianne Cicirelli, Brendan Dolan, Megan Dzurec, Eric Eickhoff, Cullin Fish, Dan Fotoples, Amita Frawley, Andrew Fronczek, Adam Green, Rory Hill, Mike Marich, Julie Myers, Beth Pierce, Salo Rodezno, April Skurka, Megan Wilson-Reitz

Absent: Caragh Rose, Jamie Spitznagel

1. Roll Call

2. Opening Reflection – Lisa Brown Cornelius

3. Welcome to New Members

- The university restructuring has affected Staff Council as well.
- We welcome new vice chairs Megan Wilson-Reitz and Eddie Carreon, and new members at large Carol Alderman, Amita Frawley, and Mike Marich.
- Lisa explained the process of appointing new members to fill vacancies: the first appointments were made from those people who had been elected as SC alternates in the last SC election; beyond that, people were invited from particular areas in order to ensure broad representation from across the university.
- Megan Dzurec announced that she is leaving the university, which will leave an additional vice chair vacancy. This will be filled by the same process as the other, earlier vacancies.

4. Committee Reports

a. Membership, Governance & Finance – Brendan Dolan, reporting

- Has met to identify goals & review current budget process
- Starting second year of budget plan – Prioritizing budget allocations for strategic priorities
- We have about \$11,000 in the budget this year, may be increased for next year
- Identified three major goals:
 - Pick up where ad hoc had spent time developing bylaws from constitution, should be bringing to Staff Council by end of October
 - Review budget spending from Staff Council, especially focused on staff morale
 - Revisit election structure, looking at what permanent structure, how elections are run and how they are transparent
- Q: Where did we land at the end of last year, budget-wise?
- B. Dolan - we did not spend everything we had last year; we had asked for 18,000 but got 11,000 with an assurance that if we did more big programming we could get more.

- We had deficit spending for much of last year because we were not given actual budget dollars until 3/4 of the way through the year.
- People fought hard for us to get a budget - we have to respect that by using the money to do our work well and demonstrating that we deserve it
- As you are thinking about needed resources, filter budget allocation requests up through vice chairs.

b. Mission & Advocacy – John Brautigan/Carol Alderman, reporting

- Set to meet once a month
- Mission Monday in InsideJCU to be continued this year
- This committee is now overseeing the Campus Colleagues program; looking for volunteers
- New initiatives being explored by the committee:
 - Designing a welcome message to be sent by email to newly hired staff or faculty
 - Establishing a clearer definition for mission leave – is it just through the university?
 - Instituting supervisor/director evaluations (360 evaluations)
- We're facing a tough year ahead – low morale, survivor guilt – is there something we can do?
 - Carol has proposed a JCUUnity day to be held the day after commencement – university shuts down during that day, everyone comes together in some sort of project accommodating ages and abilities, opportunities to build community – Dr. Jeanne Colleran supported the idea, Carol Alderman to follow up with Jeanne in October.
 - LISA: Exec board aware, started talking about how to approach SLT so there is advocacy from multiple fronts

c. Community Building & Networking – E. Carreon, reporting

- Committee has met once; also Eric (as previous Vice Chair) met with Eddie to orient him to the work of the committee.
- Talked about structural change through the constitution, efficacy and popularity; events being planned
- This discussion surfaced the need for outreach to other offices with things like new hires and funding morning socials (i.e., things that used to be led by HR)
- First Friday morning social – first one scheduled for Oct 6, location TBD
 - a. Small structural change – we're extending the time on it to 8:30-9:30 so more people can attend
 - b. We will still rotate hosting across departments.
 - c. If you have space and want to host as a morning social space, please let Eddie know.
 - d. We are still digging into where to get money for the beverages for this – HR no longer has funding.
 - e. Stay tuned for full slate of events this year
- Open to looking for other opportunities to engage colleagues in community building/networking opportunities -- to be more inclusive of people's diverse interests, needs, styles of community building.

d. Communication and Assessment – M. Wilson-Reitz, reporting

- Spent some time orienting new members to the committee
- Trying to post content on the webpage in an effort to improve transparency; please send materials to committee for website
- Shift away from quarterly newsletter – wanted to find a nimbler way to get news out to community, so each all staff email that goes out from SC, we'll link to the website and plug new content in the all-staff email.

- Added to website:
 - Built a new article about a good place to find people, find out who is in charge of what, providing new resources around staff directory
- Feedback or suggestions always welcome
- Assessment piece: as we move forward with building goals, it will be important to define measurable goals, especially if we talk about priorities – think, how can we measure this goal or outcome?
- Communications policy: If you want to send out information about your committee or anything from SC to the staff community, it needs to go through the communications and assessment committee to maintain consistency.

e. Recognition – M. Dzurec, reporting

- This committee has not met – as Megan is resigning her position, she will hand off her Vice Chair responsibilities; willing to meet in person with her successor.

5. Staff Council Priorities for this year

We used multiple pieces of information/assessments etc. to come up with a list of strategic priorities. The work of the committees feed into our work and help us tell our colleagues where our efforts will be focused

Priority 1: Foster staff morale

- Especially given transitions on campus
- How do we continue to support each other so we can do our best to support our students?
- Jeanne Collier announced at Convocation that restructuring and the like are done – but it usually takes two years or more for an organization to rebuild from changes like the ones we have undergone this year.
 - There is still uncertainty around whether restructuring is done
 - Faculty members are still here until they leave at the end of the year, so this will be a multi-year process
- We need to be very attentive to our role on Campus as SC because we can impact the issue of morale. Paying attention to that is going to help the staff community recognize the collegiality that we have.
- There are new folks that are here - we should welcome them because they are new - making sure that we are being welcoming and that those relationships are nurtured even as we are healing.

Priority 2: Enhancing visibility of SC advocacy efforts

- Changed name of Mission & Advocacy committee to boost advocacy role
- We need to do better about communicating that work to the staff so that they see our advocacy efforts (interface between Communications & Assessment /Mission & Advocacy committees)

Priority 3: Promote communication with SLT

- Statement submitted last March opened the door and begun this effort
- There has always been a connection to SLT articulated in our constitution; differing ideas about how to manifest that connection have meant this has been an inconsistent connection. Currently trying to clarify relationships between SC and SLT
- Dennis Hareza is to be liaison to SLT; will meet with Exec board on September 21 and will be present for portions of SC meetings. His feedback may be incorporated into all staff meetings as well. In the past, the connection has not been strong, so hopeful that this is a movement in a positive direction
- Dennis made it clear that SC does not report to him – not a reporting structure, but a liaison structure. Also confirmed that SC does not belong in HR.
- SC has sent SLT a series of questions based on feedback submitted through online forms or directly through conversations – some questions have been related to changes to 10-month

as well as position eliminations and received a response from Jeanne Colleran. Dennis will be sharing responses to other questions next week, will be shared with SC at a later time (hopefully September 28 all-staff meeting).

- Publicizing of organizational charts and other forms of transparency
- Position eliminations and restructuring still to happen
- The SC position statement from March is still on the website under “news”; SC agreed that the Communications & Assessment committee should put position statements in their own section on the SC website designated with a ‘tot’ to make them easy to find so that others can understand our advocacy work.
- We will ask Dennis to join us at next SC meeting in November.
- We will continue to revisit these priorities and talk about them as we move through this year

6. Employee Resource Groups – S. Rodezno & E. Eickhoff, reporting

- The ERG’s are moving forward with a launch date of late September/early October.
- Establishing ERG’s based on 2 areas: underrepresented populations in our community, and generational groups.
- Purpose: building morale within specific identity groups: LGBTQ, interfaith, staff of color, Boomers, Millennials
- Each ERG will have 2 co-facilitators:
 - Salo will start as sole facilitator of LGBTQ+ group; a co-facilitator will bubble up
 - Gail Roussey and Loni Stanton-Ben-Zvi: Interfaith
 - Sloan Cargill, JP Graulty: Staff of Color
 - Working on finding 2 facilitators each for the generations ERG’s
- Each group will have its own mission, 2 events per year, and 2 co-facilitators who meet once per semester to check in with Eric and Salo.
- Intention: have general mission for ERG’s that are built into by-laws so that the chair-elect is formally responsible for them; budget allocations.
- We will communicate via staff council channels to invite people into various ERG's by contacting Eric/Salo. We don't want to gather names -- that will be private -- but numbers will be collected for assessment purposes.
- Q: How is this different from affinity groups like our reading/travel staff groups?
- A: This is about social identities that can't change -- as opposed to hobbies/skills
- Q: Will you welcome allies? Or are they closed groups?
- A: This might depend on the ERG. For example: in LGBTQ+ group there may be people at risk of losing jobs if they are outed, so we may need to have that be a closed meeting. Each group is independent, so there would be freedom to welcome allies or not.
- The mission is super important for each - in order to designate what each group wants to do about keeping meetings closed or leaving them open to people who want to learn.
- Some questions being brought forward are questions that the ERG leaders will bring forward.
- Q: Will there be an approvals process for new identity groups?
- A: Right now it's just historically underrepresented groups and those who are experiencing specific tensions in the workplace. If someone wants to start something in that vein, great. If someone tries proposing something that pokes fun at the ERG's purpose, however, we'd have to ask questions about mission and intentionality.
- We are anchoring this to the strategic plan as well, to help us define what is or is not an appropriate parameter that is authentic to our Jesuit mission
- Q: How do the ERG’s intersect with faculty committees re: gender/diversity?
- A: We will probably welcome faculty into these ERG’s for community building purposes. Faculty committees working on these issues are either policy making (Gender & Diversity) or affective (FOCO) but not both. We’re hoping to have more structure & intentionality than this.

7. Staff Council Representation on University Committees

- L. Brown Cornelius distributed an updated list of SC representatives on University Committees (also available on Staff Council website). A few needs are still present:
 - a second space committee member
 - a HLC 4 member

- How these committees work:
 - o BOD - meet with board
 - o UCCG & standing committee meetings - periodic work throughout the year
 - o HLC - focused work on HLC site visit report
- if you are serving as a rep to Board committees, we'll do specific training about your role (brief report, then listen & respond as needed). Board representative training is next Wednesday.
- As a representative for Staff Council, we want to make sure you are prepared.
- While we are SC reps, we are also repping ourselves, of course. What we ask of you as appointee is to use the knowledge you have from your primary role, but also in the primary lens of "how can I use my knowledge from staff council in this role?"
- What we will provide for BOD meetings - (see example document) - we'll provide sample talking points about SC so that you go into the meeting feeling prepared to share.
- We will share our talking points list with everyone on SC because you may find it useful in your own work on your committee(s).
- Another thing we are doing is that we'll ask you to provide us with an update after each meeting on the Google form. We'll send it to all of you. Please complete within one week of your meeting. We will use your report(s) to communicate with others on staff about what we are doing as representatives.

8. Open Forum

9. Upcoming Meetings

- All-Staff Meeting is scheduled for September 28, 2:00 pm, Donahue.
- A finance town hall with Dennis Hareza is scheduled for September 27 at 2:00 pm, also in Donahue.

Adjourned 3:15 pm.