



Staff Council Meeting Minutes
11/9/2017 | 2:00 PM | Jardine Room

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

Absent: Jamie Spitznagel

1. Opening Reflection - Lisa Brown Cornelius
2. Open Forum - no items
3. Committee Updates:
 - a. Mission and Advocacy:
 - i. Creating staff notes - to name accomplishments and lift others up
 - ii. The committee is looking into the possibility of an Ombudsperson for Staff.
 - iii. There is a room available in the Administration Building for staff to use as a lounge. It was proposed that Staff Council send a formal request to Carol Dietz asking that it continue as a staff lounge except when SAS requires it for testing space during exams.
 - iv. Carol Alderman spoke about looking into having a campus-wide community opportunity to build something to be able to live the mission at JCU. Possibly an annual day of community service for the whole university on the day after graduation.
 1. Lisa Brown Cornelius made a motion to create an ad hoc committee charged with writing an official proposal for the event. Eric Eickhoff seconded the motion.
 2. There was discussion that Boler has a school-wide service event and they might be a resource for the committee.
 3. Carol Alderman appointed facilitator. Rory Hill and Mike Marich volunteered to join the committee. Charge: come up with a proposal, including budget, and bring for vote at Jan. 11 all-staff meeting. Committee should bring the proposal to staff council 1 week prior to meeting.

- b. Mission, Governance, & Finance:
 - i. Committee will meet Tuesday (Nov. 14).
 - ii. Revised by-laws and constitution documents have been created and will be submitted to the executive board after Tuesday's meeting.
 - iii. The committee encourages everyone to keep turning in receipts; Staff Council is on budget; the committee created a contingency fund for the council.
 - iv. ERGs have been incorporated into bylaws and have been funded from the Staff Council budget.

- c. Recognition:
 - i. The committee has new members so the first meetings were meant to get everyone up to date with the charge of the committee.
 - ii. The committee re-started anniversary cards in November. There was discussion about how to handle the gap of when the anniversary cards stopped and when they began again. The committee will send out emails to those who were missed.
 - iii. The committee will also handle staff awards, and will send out thanksgiving cards. They are looking into sending cards for staff during stressful times.
 - iv. They are working with Jeanne Colleran to see if we can set up something so students can request formal recognition certificates from the President's Office for individual staff members.

- d. Community Building & Networking:
 - i. The committee finished 1 complete round of 3 monthly signature events:
 - 1. 1st Friday Coffee Hour - 41 people in attendance at the last one
 - 2. Lunch Hour - 10 people attended
 - 3. Happy Hour - 20 people attended
 - ii. The committee created an Event Planning Guide so that all communications will look similar.
 - iii. 11 offices participated in the Homecoming Office door decorating contest.
 - iv. Homecoming tailgating event: this was the committee's first attempt to attract staff to this event. 41 people attended; we were able to give each staff member a \$10 food truck voucher.
 - v. Upcoming event: Cavs game on Feb. 25
 - vi. The committee keeps looking at alternative ways to draw people in and ways to collaborate with others.
 - vii. We will look into using the Retirees email list to send notices of certain social events.

- e. Communication & Assessment:
 - i. Custodial staff 'thank-you' postcards distributed - these will be going out to all staff members
 - ii. Newsletter coming out soon; a separate communication already went out to promote the ERGs
 - iii. Question of the month: What is your favorite benefit of JCU?

- iv. The council made suggestions for the committee regarding summaries of university committees to go on the website: short and sweet, limit to things pertinent to staff, link minutes/agenda for the committee meetings in emails and on website.
- v. The council made suggestions for the committee regarding the website: publish the charges of university committees and the definitions along with the staff representative and the links to the minutes/agendas when available.
- vi. Please help the committee out by taking photos from SC events that we can post on the web/share in the newsletter.
- vii. There was discussion of the google calendar and whether or not to keep it on the website. Wordpress can work more seamlessly with Google calendar - the committee will investigate.
- viii. The committee will assess the ERGs and events at the end of the year and will assess our progress on the three staff council priorities. Run assessment ideas (especially for ERG's) past Dan.
- ix. It was proposed that assessment efforts also make a point of focusing on new employees hired this year, to identify their needs, morale, perspective on restructuring, etc.

4. ERG Updates

- a. ERGs will launch tomorrow (Nov. 10)
- b. There are 12 facilitators to lead the 6 groups
- c. There is a current budget of \$200/group and Salo Rodezno will be writing a Mandel grant to see if the budgets can be matched.

5. Presidential Search

- a. Ruta and Lisa have taken questions from staff and crafted a set of questions for the Presidential Search Committee.
- b. Lisa will check and see if she can share those questions with us
- c. Topics included: morale, diversity, staff/faculty parity, compensation
- d. Letter written and submitted to Mike Merriman about discrepancy of staff/faculty numbers on feedback groups/involvement in process.
- e. Suggestion made to share with other board members if no response given (no response given as of the date of this SC meeting). Board committee representatives' talking points will be adjusted.

6. University Committee Reports

- a. UCEP and UCAP representatives reported that both committees are working on developing policy review processes for their respective areas.
- b. Does not seem like all university committees understand their scope yet (this was echoed by others).
- c. Chair and chair elect appointed to UCCG oversight committee - this is a move towards parity with faculty council; we are now included at the same level and this is good movement forward.

7. Communication with SLT

- a. Dennis Hereza was invited to this meeting but was not available to attend.
- b. Lisa met with Dennis a few weeks ago - he requested feedback regarding staff morale. Lisa gave him some feedback to the October community forum to which he was receptive.
- c. Some Staff Council questions about restructuring have been asked but remain unanswered:
 - i. Why were so many hired after so many were let go?
 - ii. What was the actual amount of the SLT pay cut?
 - iii. When will organizational charts be published?
- d. Topic: Inviting SLT to SC events
 - i. Members of the Senior Leadership Team have, as they are navigating this transition, expressed that they do not feel welcome at Staff Council events. Is this an opportunity to start working on relationships with them? What are appropriate ways to invite and include them?
 - ii. Responses went both ways. Desire to have some space away from SLT for staff to communicate freely, but also desire to find ways to get to know SLT and build closer relationships with them.
 - iii. It was proposed that the Executive Council continue this discussion.

8. Announcements:

- a. Recognition Vice Chair: this position (vacated by Megan Dzurec) remains open. Council members who are interested should let Eric Eickhoff know by tomorrow. This is a 1.5 year term.
- b. Custodial Staff Recognition Week: events are all posted on the Staff Council website. Please participate.
- c. Holiday events: don't miss the Dec. 7 Christmas reception.
- d. Two Diversity and Inclusion related policies are up for review in the Human Resources policy review process - please read and weigh in.
- e. Please encourage your colleagues to submit ideas, questions and information to our feedback form online. This process helps us to keep a record of how we're responding to staff requests.

Meeting adjourned 3:30 pm.

Draft prepared by the Communications & Assessment Committee
Approved by vote of the full Staff Council 01.18.2018.