

STAFF COUNCIL

JOHN CARROLL UNIVERSITY

Staff Council Meeting Minutes
1/18/2018 | 2:00 PM | Jardine Room

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

Absent: Eddie Carreon, Andrew Fronczek, Caragh Rose, Jamie Spitznagel

1. November 9 Meeting Minutes reviewed and approved
2. Open Forum
 - . Megan moves to move Open Forum to the end. Approved.
3. Committee Updates
 - . Mission & Advocacy
 - i. Julie
 - Carrying on with Campus Colleagues, repeating Campus Colleagues at this point, so please indicate interest level to Julie.
 - April is exploring the possibility of an ombudsperson on campus, currently benchmarking with peer institutions to see if it would be a collaboration between faculty and staff, or just for staff.
 - April says that Scranton did an evaluation of having an ombudsman on campus, so there is a good document to review from a peer institution.
 - Executive board will review these documents before next meeting.
 - ii. Community Building & Networking
 - Adam: Friday, February 2 - First Friday Coffee Hour at 8:30, Admin Atrium, First Floor
 - Next one will be March 2
 - Tuesday, February 13 - Lunch Hour, Mardi Gras Theme, Food provided
 - For future lunch hours, maybe add a food truck
 - Tuesday, January 23 - Happy Hour, Slyman's Tavern, 5:00-7:00pm
 - Next one is February 20
 - Friday, January 26 - Soup N' Stew Cook-Off, LSC Conference Room, 11:30am-1:00pm. Up to \$30 reimbursed
 - iii. Communication & Assessment
 - Dan gave a brief report on committee activities.
 - Newsletter will go out on Monday – please send any updates needed.

- Feedback loop; if anybody has ideas for the ways we communicate our participation on university committees back to staff, please let us know
 - We have 27 people on various committees -- lots to share
- iv. Recognition
- Salo Rodezno is the new Vice-Chair of Recognition
 - Committee will meet on Monday
 1. Anniversary notes have continued in January
 2. Staff Council awards happening at the end of the semester – working to update criteria so that people can nominate themselves/others
 - Was there any negative feedback around Thanksgiving and Finals thank you cards?
 3. Just a little about anniversary cards when Megan Dzurec had left and SC was transitioning over.
- v. Membership, Governance & Finance
- Met last week for finalization of bylaws and constitution
 - Invited Debbie Nixon to instruct on past election processes
 4. Continuing conversations around elections
 5. Looking at some questions around elections, may make some bylaw amendments
 6. Will share timeline at next meeting about elections
- vi. ERGs: Feedback has been positive thus far.
- Salo is working on a Mandel grant proposal to increase budgets.
 - Groups looking for continued staff council support.
 - None of the groups were very large initially, but they are doing well.
- vii. Ad Hoc Committee Update
- Carol is unable to continue this project; offered to see if someone else wants to spearhead the project.
 - Rory proposes waiting until the summer when there is more time. Rory did some looking around at non-profits, but thinks the best thing would be to look at this during the summer.
 - Maybe we can do some assessment around this issue.
 - Comment - what about doing something with our veterans' liaisons?
4. All-Staff Meeting
- Next Thursday, January 25 at 2:00pm in Donahue Auditorium
 - Talking about committees, ERGs, constitution and bylaws
 - Sharing Committee Involvement
 - Eric/Megan
 - Rory/Dan
5. Review of Updated Constitution & By-Laws
- MGF went through and created two separate documents: Constitution separated from Bylaws (purpose vs. procedure)
 - Thanks to Committee for reviewing full documents
 - Endorsed and sent to Executive, which approved it
 - Documents available on team drive
 - Major changes: amendments to the Constitution and Bylaws will now have to pass a vote of the full SC before approval.
 - Anything can be introduced by any member but this body now has the final vote on a bylaw or amendment

- Constitution - made much shorter
 - Member duties, term limits and election process moved to bylaws, along with other details
 - Anything can be introduced by any member, but changes will be done by Staff Council.
 - No timeline for making amendments or bylaws - may be introduced at any time.
- . Constitution
1. Largely the same as the previous document.
 2. Available to entire council.
 3. [goes through brief outline]
 4. Duties of positions went into bylaws.
 5. Any Questions? No.
- i. Bylaws
1. Breakdown of duties of officer positions and committees
 2. [goes through brief outline]
6. Assessment Matrix Discussion by Committee
- designed to start getting your committees thinking about what you're doing to meet our priorities and goals and how we can measure it
 - Our goal is to get this tool out by March-April
 - Look at what's listed under strategy column - what are you doing that can speak to that strategy? Can we discuss where we each have pieces that we're working on? It would be helpful to do this now with Vice Chairs

Adjourned 3:15 pm.

Approved by vote of the full Staff Council, 3/8/2018.