

John Carroll University Staff Council
Executive Committee
Meeting Minutes
8/9/2016 | 1:00 PM | Murphy Room

Attendees: Rory Hill, Lisa Brown-Cornelius, Brian Hurd, David Wong, Eric Eickhoff, Samantha Cocco
Absent: Mike Richwalsky, Mary Ann Hanicak

1. Call to Order
2. Opening Comments
 - a. Sam offered to send Google calendar invites to appropriate parties for Executive, Staff Council, and All Staff meetings moving forward.
3. HR Programs – Morning Socials
 - a. The first Friday of the month morning social took place on August 5. There was a good turnout of close to 75. Coffee was provided and there was no agenda which lent itself to a relaxed atmosphere.
4. Quick Committee Review
 - a. Membership, Governance, and Finance
 - i. Lisa, David, and Rory will be meeting with Rich Mausser in August to discuss the 2016-2017 budget for Staff Council.
 - b. Staff Recognition & Community Building
 - i. A Swenson's food truck will be available this Friday from 11:15 am to 1:15 pm in the Keller Commons. Music and corn hole will make it a fun event.
 - ii. There is a plan to bring a Donut Lab food truck to campus on October 14 during the mid-morning for a coffee break.
 - iii. An outing to Wade Oval Wednesday is planned for August 31.
 - iv. This month's Pub outing has been cancelled
 - v. The Staff Award recipients will be featured on Lobovision at the beginning of the semester.
 - vi. The committee will begin working with HR to determine how to recognize employees for milestone anniversaries – 5, 10, 15, etc. years.
 - vii. Last year, Staff Council helped support the Residence Hall Association's Trick or Treat program, encouraging staff to donate and drop off candy. They will do this again this year.
 - c. Mission, Advocacy, and Orientation
 - i. The committee will focus more on mission related activities this year.
 - ii. The Campus Colleagues program will continue this year. A few new volunteers have been recruited and many agreed to continue on. There was very positive feedback from the survey distributed. A breakfast is planned for next week for the first year of new hires. It will take place on August 17 in O'Dea at 9 am for all first year employees. It will come out of Staff Council's budget and will cost approximately \$180.
 - d. Communication
 - i. The first newsletter of the year has been distributed, featuring Facilities updates, new Staff Council members, and the Staff Award winners.
 - ii. It was determined that Staff Council will not sponsor a school supply drive this year but would be happy to join with CSSA if they sponsor one.

- iii. The Assessment has been distributed to Staff Council and responses are being collected. The Assessment will be distributed to All Staff after the All Staff meeting. The decision was made to retain the instrument in Google forms for now and move to Qualtrics later on.
 - iv. Sam requested an O:/ drive folder for Staff Council to store documents, especially historic minutes, that the Executive committee would have access to.
David will request that Jamie Spitznagel work with IT to set this up.
 - e. Staff Development – No Update
- 5. New Member for Committee
 - a. Marek Kasprisin has left the university and will be replaced with former Staff Council member Jamie Spitznagel. No other staff members were nominated for the Council during the last election. Rory approved this as Chair.
- 6. Affinity Groups – Next Steps
 - a. This will be tabled for the Constitution Review where adjustments may be made to committees.
- 7. Friday Food Truck, August 12
- 8. All-Staff Meeting, August 17
 - a. FLSA Update – Alex Teodosio and Rich Mausser
 - b. Athletics Update – Jane Evans
 - c. Other
 - i. It was discussed that the Staff Council Constitution should allow for more flexibility than to hold meetings in September, February, and May; rather, to say early fall, early spring, and end of spring semester.
 - ii. At some point soon we should promote transparency by offering a view of Staff Council's budget – to show an itemized view of the previous year's expenses.
 - iii. Submitted items will be discussed.
 - d. Sam will record minutes for the meeting and post with the Powerpoint slides.
- 9. HLC Preparatory Session, August 18
 - a. All Staff Council members are to attend for the full day if possible. Executive Committee should prioritize this and be available as much as possible.
- 10. Other
 - a. All Executive committee members have been invited to the Gala on September 9.
 - b. Upcoming events for Executive committee members include the orientation for new board members and the first Board committee meetings.
 - c. A Staff Council representative is needed on the University Committee on Collaborative Governance. **Rory will inquire to Jeanne Colleran about this.**