

John Carroll University Staff Council
Executive Committee
Meeting Minutes
10/11/2016 | 1:00 PM | Murphy Room

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

1. Call to Order
2. September 13 Minutes Approved
3. Submitted Item
 - a. *"Is Staff Council in support of a tobacco-free campus? (I'd help with this effort if there is staff support, as I am currently working with Student Union)"*.- Megan Dzurec
 - i. Rory will invite her to speak to the next Executive committee and then the full Staff Council in November.
 - ii. Suggestion to write into the Constitution how to handle these types of situations in the future – where a staff member would like our help to advocate on an issue.
4. Review of Committee Work
 - a. Membership, Governance, and Finance
 - i. Budget
 1. Committee met with Dennis Hareza regarding three-year budget for Staff Council.
 2. Dennis agreed that a base budget of \$5,000 is too low and has committed to getting up to \$11,000, but not for 16-17. He needs a three year budget in order to advocate for us.
 3. David would like to finalize next year's budget by December's board meeting so it can be included.
 4. So far this year the Council has spent approximately \$1,100.
 - ii. Constitution
 1. Constitution review work needs to begin in the committees, with changes sent to David's committee. David will compile all amendments and Executive committee will approve.
 2. **All committees are urged to look over** their own sections of the Constitution and make amendments, paying special attention to meeting dates and responsibilities. After changes are received, a Constitution workshop may be in order.
 3. Constitution requires reporting of any additions and terminations to the full Council.
 4. It was suggested that more flexibility needs to be built into the Constitution for future members; we need to find the balance between commitment to the Council and also being realistic.
 5. The January Executive Committee meeting is scheduled for the 10th – we could make this a longer meeting, from 12-5 pm. **Rory will decide and announce** to Executive Committee if officially set for this date. **Lisa will talk to Aramark** about lunch for that day.
 - b. Staff Recognition and Community Building
 - i. No update available.
 - ii. The committee brainstormed other ideas for Happy Hour locations, including Bottlehouse Brewery on Lee Rd., Cedar Green Wine & Cheese, Burnt House Tavern, and Tasty's Pizza on Mayfield.

- c. Mission, Advocacy, & Orientation
 - i. Per his work on the Policy Review Committee, a new policy has been drafted regarding Staff Vacation Leave. The policy includes the addition of 11-month full-time positions in addition to 9-month, 10-month, and 12-month.
 - ii. The policy also unifies exempt and non-exempt employees with regard to vacation time. Exempt employees hired prior to December 1, 2016 keep their 20 days of vacation. All employees hired after December 1, 2016 will accrue 10 days of vacation per year; after 5 years, 15 days; after 10 years, 20 days. Employees who will be converted to non-exempt on December 1, 2016, will continue to accumulate 20 days of vacation allowance per year.
 - iii. Title IX policy is also being reviewed.
 - iv. Feedback has been received from many staff members that the FLSA all-staff meeting felt one-sided. John Scarano has offered to facilitate a listening session about it. It was suggested that Senior Leadership and HR not be present for affected and impacted staff to express concerns and frustrations over process.
- d. Communication
 - i. Newsletter will come out in September or October featuring sustainability, new staff member Dan Fotoples, and a review of the Communication committee.
 - ii. Once newsletter comes out, committee will begin work on assessment and constitution review; will have results ready for January.
- e. Staff Development
 - i. Excel workshop is cancelled due to issues with Inside JCU posting.
 - ii. Sam offered to send out a direct email but prefers to piggy back with other emails.
 - iii. Mary Ann and Salo are going to a training workshop on Affinity Groups at GE.

5. Adjournment

- a. Next meeting will be held Tuesday, November 8, 1:00 pm, in the Murphy Room.