

John Carroll University Staff Council
Executive Committee
Meeting Minutes
12/13/2016 | 1:00 PM | Murphy Room

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

1. Call to Order
2. November 8 Minutes Approved
3. Submitted Items
 - a. S. Cocco noted that responses are still needed on “Housekeeping Recognition” (**E. Eickhoff**), “Public Service Loan Forgiveness Program” (**B. Hurd**), “Employees Leaving University” (**B. Hurd**), and “Electing Department Chairs” (**R. Hill**).
 - b. *“I first submitted this request on December 16, 2015 and I'm writing to follow up. I'm writing to request the creation of staff affinity groups to support our staff of color, women staff members, and LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning) staff members. These affinity groups would reflect our campus commitment to diversity and inclusion, while also mirroring the Faculty of Color (FOCO) and Faculty Womens' caucus groups on the faculty side of the University. Affinity groups may fit under the direction of the following committees in Staff Council: Staff Development or Staff Recognition and Community Development. Please note: affinity groups are typically NOT part of the formal governance structure (i.e., not a committee) in faculty or staff councils, but rather are sites of community engagement and formation. Affinity groups can play an important role in fostering an inclusive campus environment, including contributing efforts to: 1) foster inclusion and community through a support network of mentors and peers; 2) educate the broader staff community on a minority group's perspectives and concerns; 3) recruit and retain staff members of minority groups and their allies; and 4) advocate for policies and programs to meet the needs of minority staff members. Each affinity group could determine its own scope and priorities. Moreover, affinity groups in colleges and universities across the United States typically are: 1) as open as possible to all staff employees around the affinity topic or identity; 2) have a clear sense of purpose, including a mission statement contributing to the larger university mission, vision, and core values; and 3) have a public presence, such as a website/page.”*
 - i. This item was originally on the agenda for today's meeting but due to other issues as well as the absence of the Staff Development committee vice-chair (whose committee will likely oversee affinity groups), it was determined that this issue will be tabled until January.
4. Review of Committee Work
 - a. Membership, Governance, and Finance – D. Wong
 - i. Staff Council has spent \$2,258 YTD of \$11,000 budget. E. Eickhoff noted that his committee expects to spend \$4,500 in the spring semester and is on target. It was noted that the Staff Development committee should have speakers and catering orders lined up to use their budget for spring.
 - ii. The Board will review the preliminary three-year budget in March, so it needs to be finalized by the end of January. We will need to have an explanation ready for why we have only spent \$2,258 YTD.
 - iii. If there is budget left over at the end of the year, E. Eickhoff expressed he would like to purchase plaques for the Staff Awards.
 - iv. Committee members are encouraged to meet in their own committees and submit Constitution amendments to D. Wong as soon as possible.

- v. D. Wong noted that he posted a new employee hire list.
- b. Board Finance – D. Wong
- i. Much of the discussion centered around the lower enrollment this year and strategies to combat this.
 - ii. A suggestion was raised to create an ad hoc enrollment committee.
 - iii. A tuition, room, and board increase was suggested for 2017-2018 at an average of 3.3% increase.
- c. Communication – S. Cocco
- i. Third newsletter is being planned for January/February. Feature story will be on Campus Ministry, including Ignatian Heritage Week, immersion and retreat opportunities for staff, spiritual direction, etc. Staff Council highlight will be on Mission, Advocacy, and Orientation.
 - ii. The committee would like to feature Aramark employee Clarissa. It was discussed that she should be featured in a new section called 'Around the Quad' or something similar, but that the Staff Highlights section should feature JCU employees.
 - iii. The committee asked that a person be assigned on each committee to give upcoming events dates and times to Connie Brooks so she can post to the website.
 - iv. The committee reviewed the assessment results and these were distributed to the Executive Committee. Troy Field will compile results into an executive summary to be presented at January's Staff Council meeting.
 - v. Troy Field will run Google analytics on our website, which will help us understand which pages are being most frequently utilized as well as who is reading the staff newsletter.
 - vi. The committee reviewed the constitution and made amendments. **S. Cocco will type and post** to Basecamp.
- d. Board Advancement – S. Cocco
- i. Much of the discussion was centered around lower enrollment. Brian Williams came to present and discussed data, microsities, etc.
 - ii. The group discussed JCU becoming a tobacco-free campus and the implications of it. It was made clear that it is very much in the planning stages.
 - iii. The group discussed FLSA, staff morale therein, and confidentiality issues that may be contributing to staff morale.
 - iv. Doreen Riley presented the job descriptions for the two Assistant Vice President positions for Development and Marketing, for which an outside firm is being used.
- e. Staff Recognition and Community Building – E. Eickhoff
- i. Tickets are still being sold for the Cavs game next month. E. Eickhoff would like an email to go out tomorrow for one final push. **S. Cocco will send.**
 - ii. Happy hours will resume in January – this will be promoted when staff return.
- f. Board Student Affairs – E. Eickhoff
- i. Discussion included talk about becoming a tobacco-free campus as well as questions about staff morale and FLSA.
- g. Mission, Advocacy, and Orientation – B. Hurd
- i. B. Hurd updated the group on a recent conversation with HR regarding Staff Council's desire to hold a listening session for FLSA-related concerns.
 - ii. Committee still plans to move forward with the New Hire Breakfast next semester.
- h. Board Mission and Identity – B. Hurd
- i. Much of the discussion was about FLSA.
- i. Board Academic Affairs – L. Brown-Cornelius
- i. Questions were posed about FLSA changes and effect on staff.

- ii. The group discussed moving forward from Academic Program Reviews, and the Deans presented on what was learned from the review period.
- j. Board Properties, Facilities, and IT – R. Hill
 - i. One point of discussion was Banner Web and its potential instability moving forward. A new system may need to be considered in the next couple of years. The committee is looking into new programs that can handle student information, which would be supplemented with separate systems for finance, HR, alumni database, space reservation, service hours, student affairs, etc.
- k. Staff Development – M. Hanicak (electronic)
 - i. M. Hanicak expressed that it is imperative that we move forward with an affinity group program sponsored by Staff Council. She would like two other Executive members to work with her on developing this program and creating language for the Council bylaws.
 - ii. Starting in spring 2017, ITS will be facilitating the Monthly Tech Series. The Staff Development committee will coordinate logistics and publicity.
 - iii. This Week in Higher Ed discussions will continue this spring. The committee held assessments of the program and will use this to inform spring planning.
 - iv. M. Hanicak expressed that she would like to see more Staff Council participation.
 - v. Many Executive committee members expressed that the event would be better suited on a day other than Friday, since many offices partake in lunch together for \$5 Friday.
 - vi. Committee will be taking on the planning for the Morning Socials after winter break. The first will be hosted by the AVP's office on January 20 – exact location TBD. HR's budget will still cover these but we will plan and promote.
- l. Board Investments – M. Hanicak
 - i. No report.
- 5. Other Business
 - a. E. Eickhoff and S. Cocco expressed the need for a new meeting time for spring. **S. Cocco will send out a Doodle poll** to determine the best time.
 - b. The next Executive committee meeting will be held on January 10 from 12:00-2:30 PM. Lunch will be provided from the dining services budget. From 2:30-5:00 PM all of Staff Council will join. Staff Council's budget will provide snacks and drinks. Topics will include the Constitution, affinity groups, committee roles, and more.
- 6. Adjournment