

John Carroll University Staff Council
Executive Committee
Meeting Minutes
3/8/2017 | 3:30 PM | Murphy Room

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

1. Call to Order
2. January 10, February 15 Minutes - *Approved*
3. Submitted Items
 - a. An item was submitted last semester regarding providing recognition for contracted GCA employees (housekeeping). S. Cocco requested follow up on whether this item should be posted on the website. It had been decided that since GCA employees are contracted and not employed by JCU, it is not the place of Staff Council to provide any formal recognition programs for them, but will look into informal measures of appreciation on behalf of the staff with whom they work daily. It was determined that this will not be posted on the Staff Council FAQ website page unless more inquiries are made.
 - b. An item was submitted earlier this semester from a staff member in an academic department who desires say in the election of a new department chair. **S. Cocco will post on Staff Council FAQ** website page that we have shared the question with the Faculty Council and asked them to consider a change in policy.
 - c. **B. Hurd will reach out to HR regarding** the submitted question on public service loan forgiveness that was submitted last month.
4. Staff Council Position Statement based on current University Financial Situation
 - a. Questions and issues raised by staff members included: whether tuition remission will be retained for staff members whose positions are eliminated; concern that cuts will be made at the level of lower staff rather than administration; concern whether cuts will affect salary levels, existence of personnel positions, or dramatic reorganizations.
 - b. There is a need to advocate on behalf of staff to request clarification on the timeline of these impending changes. The timeline of 18 months has been suggested as well as a timeline of 30 days for faculty and staff to submit suggestions. Staff need and deserve clarity on how and when they or their colleagues may be let go.
 - c. Staff Council has solicited questions from the broader staff on this situation. A decision was made to remove any identifying information from the questions and submit them to Senior Leadership before the Monday listening session. We will inform them that we will be asking these questions at the session. **S. Cocco will submit by Friday afternoon.**
 - d. A member of the Executive Committee received a packet of information from an anonymous faculty member containing a report of top level administrative salaries over the last few years.
 - e. Staff Council sees a significant need for transparency in light of this situation and will continue to advocate for that on behalf of staff.
5. Review of Committee Work
 - a. **KEY: MGF – Membership, Governance, and Finance; MAO – Mission, Advocacy, and Orientation; C – Communication; SRCB – Staff Recognition & Community Building; SD – Staff Development**
 - b. **MGF:** Regarding the Staff Council budget, approximately \$4,600 has been spent. After anticipated expenses this spring, \$3,000 is left to be spent.
 - c. **MGF/SRCB:** E. Eickhoff is working with Jeanne Colleran to determine the cost of perpetual plaques showcasing Staff Award winners. This should be a significant amount.
 - d. **MGF/SRCB:** It was suggested that a small reception could be held following the awards recognition at the May All-Staff meeting.
 - e. **SRCB:** 231 members of the JCU community took advantage of the Barrio food truck.
 - f. **SRCB:** More nominations are needed for awards; Staff Council should encourage nominations. Last year's nominations may be re-submitted for consideration.

- g. **SD:** March 17 is the next This Week in Higher Ed lunch and will focus on budget and job cuts at St. Louis University.
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- 6. Constitution
 - a. A motion was made to ratify the Constitution as amended.
 - b. **D. Wong will submit to Rich** Mausser and other appropriate members of Senior Leadership for approval.
 - c. **S. Cocco will post to website.**
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- 7. Board of Directors' Committees Talking Points
 - a. L. Brown-Cornelius will be out of town but sent notes to Nick Santilli and Jeanne Colleran.
 - b. There is agreement to be as honest as each Executive Committee member is comfortable being about the current financial situation. It would be misleading not to mention the fear and uncertainty the staff is feeling.
 - c. R. Hill will present Wednesday morning to the full Board of Directors. He has prepared his personal story as a staff member and will give perspective on who our staff members are based on data from HR. He will also explain why Staff Council was created, the history of STAD, an overview of what the Council has accomplished since 2014, and the continued evolution of the Council.
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- 8. Staff Council Elections
 - a. Staff Council should nominate staff members and encourage others to nominate.
 - b. **D. Wong will pull the current nominations** to send to the Executive Committee.
 - c. At the March 22 Staff Council meeting, it will be requested that Staff Council members express their interest in renewing their terms.
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- 9. May All-Staff Meeting
 - a. The date was determined for May 24 at 2:00 pm in the Dolan Auditorium.
 - b. Award winners will be announced.
 - c. Other content will be set at a later time.
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- 10. Adjournment
 - a. Next Executive Committee meeting will be held Wednesday, April 12, at 3:30 pm in the Murphy Room.