

John Carroll University Staff Council  
Executive Committee  
Meeting Agenda  
7/12/2016 | 1:30 PM | Dean's Conference Room B

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

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1. Call to Order
2. Opening Comments
  - a. Minutes from 6/14 meeting were approved
  - b. Staff Council Events
    - i. Happy Hours at the Pub at Beachwood Place have been scheduled for the semester.
    - ii. Athletics is holding an Alumni & Friends social at Hofbrauhaus on August 3, to which staff members are invited.
    - iii. There will be a Family Movie Night on the quad.
    - iv. There will be a food truck before students return – likely Swenson's – and another during fall break – likely Donut Lab.
3. HR Programs
  - a. Morning Socials
    - i. Inside JCU about these events ran this morning.
    - ii. For now, they will take place only in the Alumni Lounge; will explore moving between offices in January.
    - iii. Staff Council members invited but not mandated to attend.
  - b. North Coast 99 Best Places to Work
    - i. There is a more formal presentation of the announcement planned.
    - ii. The university will receive the award on September 22.
  - c. Policy Reviews
    - i. There has been good feedback from staff members on a number of policies, most notably the sick time policy.
    - ii. It was discussed that more information is needed from HR on the changes in FLSA policy. The staff, especially those affected by the changes, needs to know where HR is in the process of making changes and what to expect. It was noted that this may become a morale issue. **Brian will reach out to HR on this issue.**
4. JCU Employee Picnic
  - a. The general feeling of the committee is that this event went very well not having been directly organized by Staff Council. It is recommended that this continue in future years.
  - b. Next year, the timing may be slightly different due to the World Union of Jesuit Alumni (WUJA) taking place June 17, for which the tent will go up and stay up for the entire week. Alumni Reunion Weekend may be pushed back to June 24, and the picnic would then likely take place on June 26.
5. Committee Updates
  - a. Staff Development
    - i. This committee met and discussed its future. One comment made is that Staff Council could consider taking on a larger advocacy role for staff members.
    - ii. One suggestion made was that Staff Council could assist with interpersonal conflicts and grievances in the workplace. It was decided that this is HR's role.

- iii. The committee also discussed taking on affinity groups and felt it is appropriate for the committee. The structure would be similar to student organizations with an approval process and updated rosters.
    - b. Mission, Advocacy, and Orientation
      - i. This committee has not yet met.
      - ii. In the past it has been more reactive in responding to requests and needs associated with HR, and may need to explore new directions.
      - iii. **Brian will reach out to HR about exploring the possibility of receiving a more frequent new hire report – monthly.**
    - c. Membership, Governance, and Finance
      - i. This committee has not yet met.
    - d. Communications
      - i. The committee reviewed responsibilities of each member and determined the content for the next episode of the newsletter, slated to come out the last week of July.
      - ii. The committee reviewed a number of new ideas, including a blog, a one-page informational sheet about Staff Council, monthly direct emails, an Instagram account, a year-end video, year-end review on the website, and a survey/needs assessment.
      - iii. A number of changes and updates to the website were made; the committee will continue to review the website for other updates that need made.
      - iv. **Samantha will send the Doodle poll to the entire Staff Council to try to determine a common meeting time.**
      - v. **Samantha will start a draft of the needs assessment to send to Staff Council and discuss at the next Staff Council meeting.**
        - 1. Assessment will be sent to Staff Council members one week before the end-of-July Staff Council meeting.
        - 2. Feedback will be requested at meeting; an assessment instrument will be created for the entire staff at that time.
        - 3. The assessment will only be 5-10 questions and very general.
    - e. Staff Recognition & Community Building
      - i. The committee met and has decided to showcase the award winners on Lobovision in September. They will also do further promotion of Carroll STAR.
      - ii. The committee is also looking into starting an Employee Anniversary postcard.
      - iii. It was suggested that an additional event be added to the first week of September utilizing the tent, e.g. high top tables and drinks.
6. Staff Committee Structure
- a. A needs assessment is imperative. More decisions will be made after this is complete.
  - b. A possibility would be to combine Advocacy & Recognition, or Advocacy & Development.
  - c. Some components may no longer be necessary, like Orientation. This was identified early on as a need but HR has done significant work in this area.
  - d. It was suggested that the Development committee should bring in speakers and topics that HR is not covering – more personal development.
7. Other Business
- a. Next meeting will be held second Tuesday in August, 1:30 pm.