

Staff Council
Executive Committee Meeting
4/13/16

Present- Eric Eickhoff, David Wong, Mike Richwalsky, Brian Hurd, Rory Hill, Mary Ann Hanicak, Samantha Cocco (proxy for Kevin Hatgas)

1. Approval of Minutes - tabled

1.1. Added Agenda Item: Staff Service Event

- Mike Roeder approached April Skurka with the request to implement a weekly staff-council sponsored service event at the Cleveland Foodbank.
- It was discussed that weekly may be too often.
- Eric offered that the Alumni Chapter does service there quarterly on Saturday mornings and the staff could partner with alums for this event.
- Sam mentioned that CSSA sponsors monthly service events there for students.
- It was suggested that this be turned over to the Mission, Advocacy, and Orientation committee for consideration.

2. Staff Members on Board Committees

- A letter from Fr. Niehoff was presented (attached) requesting the addition of Staff Council members to the Board committees, which currently consist of two other non-voting members - one student and one faculty member. The slate is due to Fr. Niehoff by the end of April.
- The committee considered how we should decide which staff members to appoint to these committees and also whether it should be added to the constitution. Staff members will be asked to give opinions and information, and report back to the Staff Council. They do not necessarily need to be Staff Council members but will be representing Staff Council in this.
- Regarding the constitution: David pointed out that there is already language that covers this in the current constitution explaining that a staff council representative may be appointed to wider university committees including select Board of Directors committees. However, it may be worth noting in the constitution that staff members eligible for representation on wider university committees should be part of the Executive Committee or in their second or third year on Staff Council.
- Regarding selection of staff members: It was pointed out that while there are some parallels between the Board committees and the

Executive committee members, there may also be some conflict of interest if an appointed staff member sits on a Board committee that aligns with their own division and their VP may sit on that committee as well. It will be important to remember that these representatives represent the staff as a whole and not the individual's own interests or work. It was pointed out that, especially in this first iteration of staff representation on Board committees, it will be important to select staff members who will not be intimidated and who will be able to represent the staff well. David noted that the Provost Council will also be requesting Staff Council representatives soon. Eric noted that there is also Staff Council representation on the ULC, USPG, and Strategic Budget committees.

- There are seven Executive Committee members including the chair elect and/or past chair, and there are seven board committees. The following representation was appointed: Eric/Megan for Student Affairs; Samantha for Advancement; David for Finance; Mary Ann for Investments; Rory for Property; Lisa for Academic Affairs; Brian for Mission and Identity. Mike will not serve on any Board committees for now as he is likely to be called upon due to his role at the University.
- 3. Affinity Group Updates - tabled

4. Administrative Professionals Day

- Will take place from 10 am - 12 pm on April 27. Mike will introduce the speaker. (?) Mike is currently combing through the attendee list to ensure that no APs are overlooked. Eric has prepared cards and will put notice out to Staff Council to sign them before the 27th.

5. After Reunion Lunch

- This will be reinstated for this summer. Aramark will again provide the food. The University will pay for both the food and the tent - a ticket of approx. \$9,000. (\$2,000 for the extra day of the tent and \$7,000 for the food).
- There was a suggestion that this \$9,000 should just be combined with the current Staff Council budget of \$11,000 and increase the total budget to \$20,000.
- Additionally, a tent will be set up September 8-9 for the Mass of the Holy Spirit, paid for by the Campaign budget. The tent will be put up on Thursday and taken down on Saturday.
- 6. Elections
- Slate and voting form will be sent out via email to all staff before end of the day today.
- Voting closes Friday 4/15 at the end of the day.
- The form asks for Banner ID; results will be scanned for duplicates.

7. Staff Awards

- Only one nomination received so far.
- Only the Staff Development and Executive Committees are ineligible to nominate or be nominated.
- Awards will be given out at the all staff meeting.
- Recipients will be given a monetary award - \$200/person, so \$800 total - but this may be taxable according to Andrew Fronczek.

8. Upcoming Meetings

- Exec. Committee - April 13 - check
- Staff Council meeting - April 20 - CANCELLED due to Inclusion & Diversity event. Will encourage all staff to attend via email.
- All-Staff Meeting - May 25 - MOVED to June 1 to accommodate Rory out of town end of May
- Website calendar needs to be changed to reflect these changes.

8.1. Added Agenda Item: Budget

- David reported that YTD only ~\$2836 has been spent and there is still \$8163 to be spent for the year.

Eric announced that his committee plans to bring Barrio and East Coast Custard to campus the week following graduation so some money will be spent there.