



Staff Council of John Carroll University
Executive Committee Meeting Minutes

Date of meeting: July 7, 2015

Location: Alumni Lounge, Rodman 3rd Floor

Attendance: Mike Richwalsky, Mary Ann Hanicak, Brian Hurd, Deanna DePenti,
Rory Hill, Andrew Fronczek (proxy for David Wong), Eric Eickhoff

Meeting called to order 11:04 a.m.

- **Chair Report**
 - Year-end Review
 - Year-end report mostly for senior leadership so they are aware of what the council did in the past year
 - Mike will work on it
 - Communication to campus
 - Will put on our website, Inside JCU, and communicate it directly to senior leadership
- **Chair-Elect**
 - Annual budget w/expected expenditures
 - Scheduled monthly meetings for year; faculty mode
- **University Committee Reports**
 - *University Advisory Budget Committee* – Andrew Fronczek
 - Nothing to report
 - *University Strategic Planning Group* – Mary Ann Hanicak
 - Smaller groups are working on specific tasks (refining objectives under each goal)
 - Will then focus on tasks for each objective
 - *University Leadership Group* – Kevin Hatgas
 - Nothing to report

- *Homecoming* – Eric Eickhoff
 - Committee wants to help to communicate Homecoming events to staff
 - Promotion that immediate family can come to games for free
- *HR Policy Review Committee*
 - Committee will review any new HR policy
 - Representatives from staff, faculty, and senior leadership
 - Meets every other week for an hour
- **Staff Council Committee Reports**
 - *Communication* – Kevin Hatgas
 - Approval of e-newsletter template to be used
 - Reiterate newsletter sections that will be incorporated
 - Lead story
 - Movers and shakers
 - Staff spotlight
 - Staff council updates
 - Interactive section- like TJCWY
 - Video answers to questions we receive online
 - *Staff Development* – Mary Ann Hanicak
 - Approval of Staff Development Committee Members
 - Overview of meeting with Alex Teodosio:
 - Supervisory Training Series assistance
 - Administrative Professionals Networking Forum assistance
 - Assist with Benefits Open Enrollment Process
 - Employee Recognition Program ideas
 - HLC Criterion #5: Resources, Planning, and Institutional Effectiveness
 - MA assisting with evaluation tool for supervisory training series
 - Thoughts on HR department mission/expectations and Staff Council's constitution
 - *Staff Recognition and Community Building* – Eric Eickhoff
 - JCU Staff Happy Hour at The Pub @ Beachwood Place 5-7 p.m. (July 30)

- JCU Family Movie Night on the Quad (July 23 @ 9 p.m.)
 - Swensen's Food Truck - Budget allocation
 - Update on HR Staff Recognition Website – JCU STAR
 - Website to recognize the hard work of other JCU employees
 - This is an employee to employee recognition, not the University recognizing staff
 - Blue & Gold Days
 - Looking to start this every Friday. Needs approval by VPs
 - Eric will work on sample guidelines
 - *Mission, Advocacy and Orientation* – Brian Hurd
 - Human Resources Policy Review Committee
 - Working with HR to create a Campus Colleague program (staff pairing up with a new employee)
 - Committee is providing campus tour guides for new employee orientation
 - *Membership, Governance and Finance* – Andrew Fronczek (proxy for David Wong)
 - Adding access to Staff Council budget P-Card for Kevin, Mike, Eric, and Mary Ann
 - Will summarize our proposed budget and get it ready for
- Old Business
 - Approval of May meeting minutes
 - Approved 8-0
- New Business
 - Approval of Staff Development committee
 - Approved 8-0
 - Approval of \$350 budget for the Pub happy hour
 - Approved 8-0
 - Approval of \$1,200 budget for Swensen's food truck
 - Approved 7-1
 - Meeting Dates:
 - July 22 – Staff Council 2-3:30, LSC
 - August 19 – Staff Council, 2-3:30 p.m., LSC
 - August 12 – Executive Committee, 2-3:30 p.m., Alumni Lounge

- September 10 – Exec meeting, Alumni Lounge, 2-3:30 p.m.
- September 17 – Staff Council Meeting, 2-3:30 p.m., LSC
- September 23 – All Staff Meeting, 2-3:30 p.m., LSC

Budget:

- In order to ask for more money, we need to come up with a plan for what we would like to do for the year and how much more money we would need in our budget to accomplish.
- We will come up with a budget for what we would like to accomplish and submit it to Rich Mausser to start a discussion on increasing our budget

Basecamp:

- When questions and calls for comments are posed on Basecamp, please respond to them.

Great Colleges to Work For:

- We need to ask senior leadership for the data if they want us to be part of the solution
- Mike will draft a letter asking for data

Meeting adjourned at 1:04 p.m.