



Staff Council Meeting Minutes, January 10, 2019

Attendance: E. Eickhoff, S. Rodezno, L. Ramsey, B. Dolan, B. Bailey, C. Vasko, K. Jansen, M. Nicholson, M. Marich, J. Brautigan, M. Moss, A. Zucca, B. Lem, T. Maverick

Absent: E. Carreon, L. Brown-Cornelius, J. Ambrose, D. Fotoples, A. Goldhammer, J. Burrows, A. Skurka, B. Mandzak, L. Vess

Meeting convened at 2:08 pm.

1. Welcome and Report from the Chair: Eric Eickhoff

a. **USPG and Strategic Plan Update:** At the committee's most recent meeting, Dr. Johnson attended to address upcoming tactics for the next strategic plan. It is anticipated that there will be some focus on facilities and maintenance. Eric noted continued support is strongly evident for ERGs, including budget support. However, a push for equal representation by staff on university committees, will likely instead be tempered to "appropriate" representation. Each committee chair would define appropriate.

b. **Staff Council breakfast with Dr. Johnson** has been set for February 6, 8:30 am in the Alumni Lounge.

2. Staff Council Committee Updates:

a. **Community Building and Recognition:** Lisa Ramsey

i. Soups & Stews Competition will be held January 23, 11:30-1:00 in the O'Dea Room. RSVPs for both entries and attendance are requested.

ii. First Friday Coffee Hour: Friday, February 1 in the CSDI lounge.

iii. Staff Happy Hour: Tuesday, February 5, 5:30-7:30pm at Scalpers Bar and Grille, 5718 Mayfield Rd., Lyndhurst.

iv. Death by Chocolate Competition will be held on Valentine's Day. Details forthcoming.

b. **Mission and Advocacy:** Melanie Moss

i. Four more Campus Colleagues have been assigned using a new, stream-lined method.

ii. "Walk the Talk" scavenger hunt will be held during Ignatian Heritage Week; being coordinated by Ed Peck; teams comprised of students, faculty, and staff can win prizes. Faculty and staff can earn two hours of Mission Leave. Details/instructions will be posted the week of January 14.

c. **Recognition:** Salo Rodezno

- i. Holiday Notes were delayed due to mailroom staffing.
- ii. Staff excellence awards will be given at the May 23 All-Staff Meeting. The nomination process will be easier. Details forthcoming.

d. **Communication and Assessment:** No report.

e. **Membership, Governance and Finance:** Brendan Dolan

- i. Eight at-large positions will be open for the upcoming election. More information will be relayed at the All-Staff Meeting on January 23.

- ii. Nominations will open March 1, through March 20. Meet-the-Candidates will be incorporated into the First Friday's program.

- iii. Voting will be held April 8-18.

f. **Employee Resource Groups:** No formal report

- i. Brendan Dolan attended the first meeting of the new parents' resource group. Topics of discussion at the meeting included daycare resources, and clarifying definition/policy on legal guardianship.

- ii. There has still been no response regarding Mandel Grants. As a result of this uncertainty, Dennis Hareza has agreed to increased funding for ERGs next year.

3. **University Committee Updates:**

a. Board of Directors:

- i. Investment Committee: John Brautigam reported the Board of Directors has requested expansion of its investment portfolio to include options outside of TIAA Cref funds. He also noted at the most recent board meeting, the question of staff morale was raised. John feels the board maintains a high level of interest in staff morale.

- ii. Mike Nicholson reported there is a new property manager for offsite properties, and the board discussed plans for development, including the former Sweet Melissa's storefront. There was also discussion of bringing a Saxby's Coffee to campus. More than just a coffee shop, Saxby's provides Experiential Learning academic credits with its student-run business.

b. Advancement Committee: Katie Jansen

- i. Changes in this year's commencement have been previously announced.

- ii. The new target city outreach program will focus recruitment in the New York, New Jersey, Connecticut region.

- iii. A new gift campaign is being launched.

c. Academic Affairs: Caragh Vasko

- i. The committee expressed its gratitude for Staff Council's recent position statement on diversity and inclusion.

- ii. The committee's primary focus has been on preparation for the HLC review.

d. Mission and Identity: Melanie Moss

- i. The current focus is planning and implementation of Ignatian Heritage Week.

e. Facilities Planning Space Committee: Amy Zucca

- i. Kris Willis is spearheading compilation of a detailed policy steering how space is used on campus.

f. Administrative Policy: Lisa Ramsey

i. Main focus has been to review and approve about 15 policies mandated by federal law in the area of sponsored research, covering a host of topics from vendors to travel.

ii. Anticipated new policies coming this spring include additional policies from the Facilities Planning and Space committee, alcohol policies, pet policy, and survey policy.

f. Wellness Advisory Committee: Melanie Moss

i. All staff should complete wellness surveys so the committee can appropriately serve the needs of all staff.

ii. Melanie encouraged everyone to sign up for the wellness portal, JCUFit.

g. HLC: Eric Eickhoff

i. The HLC wanted proof that members serving on University committees are reporting back out to Staff Council. As a result, the Council may need to implement a formal reporting structure.

4. **Bylaws Change Proposal:** Eric Eickhoff

a. The Executive Committee has proposed to move the responsibility for Assessment to the position of Chair-elect. It was determined that the combined responsibilities of Communication and Assessment were too broad for one committee to maintain, especially with the growing importance of assessment. The proposed change can be found [here](#).

b. Establishment of a Vice Chair for Diversity, Equity, and Inclusion: there would still be 23 members of staff council; the revised Communication Committee would now have three members; the newly established Vice Chair of DEI would serve on the University's Diversity, Equity, and Inclusion Committee. The DEI vice chair would serve as the point person for the ERGs, and would be an added member of the executive committee.

c. Salo Rodezno made the motion to accept the proposed changes. Katie Jansen seconded. The motion passed unanimously.

5. **Open Forum:**

a. Eric Eickhoff met with Tori Stoeckinger in Human Resources to discuss service/mission opportunities with current university partners.

b. There will be a Staff Council session with the HLC committee; details TBA.

c. Eric announced the following openings on University Committees:

i. H.R. Policy Review Committee: current representative Allison Goldhammer is on leave.

ii. Mission and Identity: Brandi Mandzak has stepped down as Vice Chair of Mission and Advocacy due to her change in roles with the University.

d. Eric presented a preview of agenda items for the January 23 All-Staff Meeting

i. Women of Carroll program

ii. Review of the election process for Staff Council.

iii. Staff service opportunities

iv. Mission Moment

v. Update on Ignatian Heritage Week

vi. University Committee reports

vii. Upcoming Staff Council events

viii. Brian Hurd and Garry Homany will speak on University crisis management.

e. John Brautigan reported that the cashier's office will move into Rodman Hall the week of January 21; the location in the rotunda is more convenient to the business office and the financial aid department.

f. Caragh Vasko announced that the Registrar's office is now offering electronic transcripts at a cost of \$5.

g. Brendan Dolan asked that all staff be informed about upcoming changes to building access. Some hours of access are changing.

Katie Jansen made the motion to adjourn. Beau Lem seconded. Meeting adjourned at 2:53 pm.