

# **Staff Council Meeting Minutes**

April 16, 2015

## **Call to order**

Mike Richwalsky called to order the regular meeting of the Staff Council at 2:00 PM on April 16, 2015 in the LSC Conference Room.

## **Roll call**

The following persons were present: Mike Richwalsky, Mary Ann Hanicak, David Wong, Brian Hurd, Rory Hill, Eric Eickoff, Ross Carbone, Troy Field, Jane Evans, Lord Edwin Carreon, Autumn Petti, Andrew Fronczek, James Spitznagel, Kevin Hatgas, Connie Brooks, Michael Pasquale, Courtney Farver

## **Opening Discussion**

- a) Introductions of each staff council member present
- b) Guest Presentation (Alex Teodosio)
  - i. Introduction of Alex and his background

## **Guest Presentation**

- a) Alex Teodosio introduction and background
- b) HR Action Plan Announcement
  - i. Total benefit statement is being created which will provide an overview of what is offered to employees (to include perks with carroll card, software on computers, parking paid for, or other services that some employees might not take into account as being a benefit of working at John Carroll).
  - ii. New employee orientation information: Jerry DeSanto will be doing the welcome, other components will include Mission and Identity, Diversity and Inclusion, About Our Students Experience, Preventing Sexual Harassment, Staff Council and other HR services or John Carroll.
  - iii. HR website is being revised along with training modules that are being updated.

iv. Peopleadmin is a Web based solution that automates the hiring process by reducing manual activities associated with the recruiting cycle. This system is being implementing in the next few months. Looking to streamline the recruitment process which included members of ITS, faculty, and HR. This is based off of what is more important to faculty and staff.

- Will broaden the pool of qualified and diverse candidates
- Will free up time for the engaging initiatives which are onboarding, training, and recognition programs.

Stages at which this implementation will take:

- Stakeholder Communication (making people aware) April
- Implementation (April – July)
- Training (August – November)
- Roll out (December)

v. HR Points of Contact:

- Leslie Beck – University Advancement
- Ryan Armsworthy– Academics
- Lori Sprague– Student Affairs and Enrollment
- Alex Teodosio– Legal HR
- Candace Pluhar – Finance

## **New Business**

- University Committee Reports

### **i. ULC (Kevin Hatgas)**

- Introduction and purpose
- First meeting was regarding HLC issues and how participants felt about the issue
- Second meeting was regarding HR changes and the people admin software as well as an introduction to the other initiatives that they are looking into

### **ii. Budget Committee (David Wong)**

- First meeting was academic related and regarding the proposal in having a minor in music and the potential issue with budget constraints

- Second issue in first meeting was regarding political science and math minor that was proposed for humanitarian map technology. There was concern regarding this as well regarding how much money would be invested versus students participating. There is a hearing in order to see whether this minor will pass or not.
- Second meeting was regarding staff compensation and benefits and that the number 1 priority over anything else is reviewing the budget.

### **iii. USPG (Mary Ann Hanicak)**

- First meeting was dedicated to reinvigorating the mission of the group.
- Meetings have been frequently, weekly
- Goal is to make a strategic plan that is much more short term and immediate 3-5 strategic plan that is focused on student learning that is going to propel the university forward and increase the enrollment and further establish John Carroll's reputation in the region.
- Focusing on a SWOT analysis, each item is broken into groups and addresses the items that are necessary for properly analyzing and deducing the information.
- There are four main areas they are focusing on:
  - Academic excellence
  - Student experience
  - Institutional effectiveness
  - Establishing and invigorating partnerships (alumni and others)

## • Staff Council Committee Reports

### **i. Communication Committee (Kevin Hatgas)**

- What are we charged with (all staff communicated with appropriately)
- Biggest task is the quarterly newsletter and determining what staff will want in the newsletter (first will end up going out in the fall)
- Presentation of the new logo and branding that we are going to be using

### **ii. Staff Development (Mary Ann Hanicak)**

- Made announcement of need for representative committee

**iii. Community Building and Staff Recognition (Eric Eickhoff)**

- Discussion on annual staff picnic and administrative professionals day.
- Administrative professionals day announcement of the day the breakfast will happen. This committee will be asking council members to write 3 -4 notes that can be sent to professionals along with cookies to be delivered next Wednesday. The question is whether or not a giftcard will be included with the items that are provided.
- Picnic discussion is mainly around the budget that is available and whether or not we can afford to keep doing the same event.
- Letters or cards to those on their birthday or when they joined the John Carroll university community so that they can get recognition.
- Monthly meeting second Friday of every month at 10 am.

**iv. Mission Advocacy and Orientation (Brian Hurd)**

- Potential for campus tours and a free lunch ticket and work closely with mission and identity department.
- Service opportunities that qualify for mission leave.
- Are looking to work with HR with the new orientation process.

**v. Membership, Governance, and Finance (David Wong)**

- Announcement of the meeting times that they have established.
- What they are charged with doing in staff council.
- Budget discussion.
- Discussion on incoming and outgoing employees so that employees are being welcome and receive mentorship.
- Annual review of the constitution to make sure we are following the constitution as it was written.

**Open Issue**

- a) End of year picnic
  - i. Address cost of tent and per plate for one event. Vote - Get rid of picnic: 17 Keep Picnic: 0
- b) There is a budget for Faculty to participate in development opportunities, but none for staff to participate. This is an issue that will need to be addressed.

- c) Administrative Professionals Day Giftcard - Vote to give card: 2 Vote to not give gift card: 9 Abstain: 1
- d) As Staff Council we need to define whether we are a council that will look at questions or issues in general submitted by staff members and advocate for them or be the individuals that take the question to the body that is able to make a change and make sure the change happens. How do we determine how and when we advocate for something. Suggestion is to allow an individual to say what type of question it is on the form.
- e) Communications is tasked with building a webpage with a Q&A section with a separate form that is not so generic.
- f) New meeting times and dates need to go up on the website.
- g) Send minutes from April 16<sup>th</sup> meeting to all staff .
- h) Additional Meeting Dates
  - i. All Staff Meeting: May 27<sup>th</sup> 2:00 – 3:30 (Location to follow)
  - ii. Staff Council Meeting: May 20<sup>th</sup> 2:00 – 3:30 (Location to follow)
  - iii. Staff Council Executive Meeting: May 13<sup>th</sup> 2:00 – 3:00 (Location to follow)

### **Meeting Adjourned**

Mike Richwalsky adjourned the meeting at 4:25.

Minutes submitted by: Troy Field

Minutes approved by: -----